



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
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Reference No.: 11183

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

CIRCULAR NO. 2

5 February 2024

*Cabinet Secretary
Permanent Secretaries
Heads of Departments
Chief Executive Officers*

Revision of Funeral Grant

Cabinet Secretary, Permanent Secretaries, Heads of Departments and Chief Executive Officers are hereby advised that consequent on the signing of the Heads of Agreement between the Government of Jamaica and Trade Unions and Staff Associations representing Public Sector Workers on Tuesday, November 15, 2022, the funeral grant benefit is now payable as under:

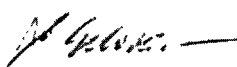
<i>Condition</i>	<i>Rate</i>
1. For the funeral of an officer who dies: a. <i>In the performance of, or due to circumstances specifically attributable to his/her duties</i> <i>or</i> b. <i>After a prolonged illness whilst still employed in the Public Service</i>	\$500,000
2. For the funeral of an officer who dies: a. <i>From natural causes whilst employed in the Public Service</i> <i>or</i> b. <i>Having served two (2) continuous years at a minimum of 156 days per year and who would have qualified for benefits under Part V of the Pensions (Public Service) Regulations **</i>	\$400,000
<i>** In circumstances where such employees work more than eight (8) hours per day, a day should be eight (8) hours. For example, where the employee works for 16 hours that should be regarded as two days.</i>	

The following remain relevant for the submission of a Funeral Grant claim:

1. All applications for funeral grants should clearly state whether the employee died whilst still employed to the service and must be accompanied by:
 - a. A Certificate of Burial or Death Certificate
 - b. An itemised statement from the Funeral Parlour
 - c. A letter of application from the deceased officer's next-of-kin.
2. Where an officer dies during employment or from causes specifically attributed to his/her employment, the circumstances surrounding the death should be clearly outlined.
3. Where the death occurs after a prolonged illness, the award will be determined on a case-by-case basis.
4. In cases where the benefit is payable under *Condition 2b* above, a Statutory Declaration outlining the number of hours, days, weeks and years the officer had worked in the Public Service, must also be submitted.
5. All applications must be submitted through the deceased Officer's Human Resource Department.

Please note that this benefit is **not applicable** to Contract workers, even if contracted against an established post.

In case of doubt or difficulty, please contact the Strategic Human Resource Management Division (Employee Welfare Management Section) of this Ministry.


Darlene Morrison, CD
Financial Secretary