



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>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

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

REF NO: 11300<sup>v</sup>

**2021 October 29**

## **Circular No. 21**

Cabinet Secretary  
Permanent Secretaries  
Heads of Departments & Agencies

### **Revision of Allowances April 1, 2021 to March 30, 2022**

In keeping with the agreement reached with the Jamaica Confederation of Trade Unions, approval is hereby given to revise certain allowances payable in the Public Sector.

In implementing these allowances, Ministries/Departments should ensure that the conditions for payment are observed as detailed in this circular. The payment of these allowances **should not** be extended to any category of employees not currently in receipt of them. In cases where extension is necessary, prior approval should be sought from this Ministry before any payment is made.

The existing and revised rates are detailed below:

### **Allowances**

**i. Shift Premium**

**Swing shift (payable after 6:00 p.m.)**

**2:00 p.m. – 10:00 p.m.**

Existing	\$16.00 per hour
With effect from April 1, 2021	\$16.65 per hour

**Grave Yard Shift**

**10:00 p.m. – 6:00 a.m.**

**11:00 p.m. – 7:00 a.m.**

Existing	\$24.00 per hour
With effect from April 1, 2021	\$25.00 per hour

**ii. Night Premium (payable to those employees normally working from 6:00 p.m. to 8:00 a.m.)**

Existing	\$24.00 per hour
With effect from April 1, 2021	\$25.00 per hour

***Please note that night Premium and Shift premium are not payable simultaneously***

**iii. Subsistence**

Existing	\$2,925.00 per 24 hours
With effect from April 1, 2021	\$3,042.00 per 24 hours

**iv. Taxi**

*Round Town or in rural area  
Within 15 kilometers from base*

Existing	\$820.00 per occasion
With effect from April 1, 2021	\$855.00 per occasion

*Out of Town or in rural area  
Beyond 15 kilometers from base*

Existing	\$1,405.00 per occasion
With effect from April 1, 2021	\$1,465.00 per occasion

**v. Meal/Supper**

Existing	\$820.00 per occasion
With effect from April 1, 2021	\$855.00 per occasion

**vi. Refreshment Allowance**

Existing	\$1,405.00 per day
With effect from April 1, 2021	\$1,465.00 per day

**Existing**

<b>vii. Discomfort</b>	\$100.00 per day	No change
<b>viii. Tailoring (TSS/HS)</b>	\$51,500.00 per annum	No Change
<b>Weekly Paid</b>	\$23,690.00 per annum	No Change

**Existing**

<b>ix. Special Duty Allowance</b>	\$1,500.00 per occasion
With effect from April 1, 2021	\$1,560.00 per occasion

**Payable to Officers working at National events e.g. Denbigh, Festival etc.**

<b>x. Location Incentive Allowance</b>	<b>Existing</b>	
(a) <b>Monthly Paid</b>	\$50,772.00 per annum	No Change
<b>TSS/HS</b>		
(b) <b>Weekly Paid</b>	\$41,808.00 per annum	No Change

Location incentive is payable to full time employees who are stationed at the locations listed below:

- Kingston Public Hospital
- Victoria Jubilee Hospital
- Bellevue Hospital
- Book Bank
- National Public Health Laboratory
- Seaview Gardens Health Centre
- Denham Town Health Centre



- Edna Manley Health Centre
- Olympic Gardens Health Centre

**Please note the conditions detailed for payments of the various allowances:**

- **Honorarium** is payable in accordance with Staff Order 6.7.4. Honorarium is paid when an officer who is not eligible for overtime rates of pay is assigned special duties which are extraneous to his/her normal duties and which necessitates the performance of these duties beyond normal working hours, for an average of ten (10) hours per week for a period of not less than one (1) month. Officers in receipt of duty allowance are not to be paid honorarium. The request for the performance of such duties should be made to the Permanent Secretary/Head of Department well in advance of the commencement date and should include a statement of the work to be done, a work plan, the necessary justification, the proposed duration, the number and categories of staff to be assigned and an estimate of the cost. The officer(s) involved should not be relieved of their normal duties for the duration of the assignment. Honorarium is to be calculated at the rate of 90% of time and a half for additional work done on Mondays to Saturdays and 90% of double time for additional work done on Sundays and Public Holidays.
- **Subsistence Allowance** is payable in accordance with Staff Order 11.7.1, 11.7.2 and 11.7.3. This allowance is payable when an officer travels in excess of eighteen (18) kilometers from his/her official place of work and must have been absent for a period of at least six (6) hours. Where it is envisaged that an employee has to stay overnight, an advance on the subsistence may be paid on the understanding that the appropriate bills will be submitted. Ministries and Departments are reminded that in keeping with Staff Order 9.15, where the actual expenditure exceeds the subsistence allowance, the officer may be reimbursed actual expenses in lieu of subsistence on the presentation of bona fide bills reflecting **reasonable rates**.
- **Taxi Allowance** is payable to non-shift employees who are required to work beyond 7:00 p.m. It is also payable to employees who work on the swing and graveyard shifts, that is, **those employees who are coming on or going off duty at 10:00 p.m. or 11:00 p.m. Please note it is not payable to employees who are going off duty at 6:00 a.m. or 7:00 a.m.** It is also not payable to any employee whose post attracts a motorcar allowance, travelling allowance, allowance in lieu of travelling, commuted taxi, transport allowance or who is transported to and/or from work. Please note that the out-of-town taxi rate is applicable for distances from Kingston to Spanish Town, Portmore and rural areas 15 km from base and beyond.
- **Supper Allowance** is payable to non-shift employees who are required to work beyond 7:00 p.m. and who are not in receipt of overtime payments, duty allowance, or honorarium. Where meals are provided, a super allowance is not payable.
- **Meal Allowance** is payable to employees working on the 2:00 p.m. to 10:00 p.m., the 10:00 p.m. to 6:00 a.m., the 3:00 p.m. to 11:00 p.m. or the 11:00 p.m. to 7:00 a.m. shifts
- **Refreshment Allowance** is payable to employees who are required to work on weekends (Saturdays/Sundays) and Public Holidays and who are not in receipt of duty allowance, sessional rates, overtime or honorarium. An officer should be working a minimum of four (4) hours before being eligible for this allowance. This allowance is not payable to shift workers. Any assignments that will occasion the payment of refreshment allowance are to be pre-authorized by the officer's Supervisor and Head of Department.

- **Discomfort Allowance** is payable to those employees working in water on a continuous basis in the Ministry of Agriculture, employees in the Waste Management Unit of the Ministry of Health as well as workers who handle chlorine in the Minor Water Supplies Department of the Parish Councils. Request for the extension of the discomfort allowance to workers in other Ministries and Departments are to be submitted to the Ministry of Finance and the Public Service for consideration on a case-by-case basis. In respect of the Departments, requests are to be sent through their respective line Ministries.
- **Special Duty Allowance** is payable to officers who are officially assigned at National Events. Where the event extends beyond a day, the allowance is payable daily. The allowance is not payable where other payments are already in place for such events.
- **Uniform Material** are to be issued to employees classified in the LMO/TS sub-group who are required to wear uniform.

In respect of reimbursement expenses, for example, meal and taxi allowances, Managers and Supervisors should ensure that the most cost-effective measures are put in place so that public expenditure is contained.

The new rates effective April 1, 2021 are payable with effect from **December 2021**. Amounts due for the period April 1, 2021 to November 30, 2021 are also payable in December **2021**.

The additional cost to implement the increased rates and to pay the related arrears should be sent to the Public Expenditure Division and copied to the Strategic Resource Management Division (Compensation Unit) of this Ministry. Please ensure that all schedules are fully completed and returned no later than November 12, 2021. The information submitted should indicate the following and are to be approved by the Permanent Secretary/Head of Department:

1. Existing cost as at March 31, 2021; and
2. The additional cost and number of employees paid the allowance(s) for the 2021/2022 financial year.

In any case of doubt or difficulty, the Compensation Unit of this Ministry should be contacted for advice **before** any payment is made.



Darlene Morrison  
Financial Secretary



ALLOWANCES COSTING  
DATA CAPTURE FORM 3a

Example

TOTAL ALLOWANCES PAID AS AT MARCH 31, 2021	TOTAL ALLOWANCES PAID APRIL 1,2021 TO MARCH 31, 2022	NEW COST AS AT APRIL 1, 2021	ADDITIONAL COST AS AT APRIL 1, 2021

Approved by : \_\_\_\_\_

Head of Ministry/Department

Prepared by: \_\_\_\_\_

Position:

Verified by: \_\_\_\_\_

Internal