



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

Telephone No. 92-28600-16
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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

REF NO: 11300^V

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

vii. Discomfort \$100.00 per day No change

viii. Tailoring (TSS/HS) \$51,500.00 per annum No Change

Weekly Paid \$23,690.00 per annum No Change

Existing

ix. Special Duty Allowance \$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.

x. Location Incentive Allowance Existing
(a) **Monthly Paid** \$50,772.00 per annum No Change

TSS/HS
(b) **Weekly Paid** \$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.

