

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

**SUBJECT: Payment to Daily and Hourly paid  
Employees for Travelling Time outside of official  
hours.**

DATE: 12<sup>th</sup> October, 1976.

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It has come to notice that practices relative to the payment to daily and hourly paid employees for official traveling time outside of normal official hours vary throughout the Public Service. In consequence, the Ministry of Labour was consulted and has advised as follows:-

“After a very careful examination and consideration of the matter this Ministry wishes to advise that it can see no basis for the payment at overtime rates for time spent in transit to places of work or for periods beyond the normal working hours not spent in the actual performance of work. Overtime payment pre-supposes the performance of work beyond the normal hours or in special circumstances during normal where the law so provides. Where, therefore, your Ministry had been making such payments in the past as our investigations seem to imply, this Ministry wishes to advise that the practice should be argument against the payment of subsistence and normal wages for time spent in transit as is the current practice, but the payment of overtime in such circumstances is highly inadvisable”.

2. It follows, therefore, that payment of subsistence allowance to the employees in question should be considered adequate “compensation” for official traveling time outside of normal official hours, and that overtime payment should be made only for work outside of official hours. However, in the case where an employee does not qualify for subsistence allowance for the reason that he is not required to spend a minimum of six (6) hours away from his normal station, he should be paid at half (1/2) his normal hourly rate for official traveling time outside of his normal official hours. Employees who are required to travel officially during their normal working hours should be paid their normal wages in respect of the traveling time.

3. The purpose of this Circular is to clarify the position and to standardize the practice throughout the Public Service, and therefore it should be brought to the attention of all employees.

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C. E. Douglas,  
Permanent Secretary.