

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.13/1986**

**REFERENCE NO. PS:12/1/34 II**

FROM: Permanent Secretary,  
Public Service Ministry

SUBJECT:

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

Preparations for implementation of the Five-day Work  
Week on 1<sup>st</sup> June, 1986

DATE: 1986-05-14

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Following the undertaking given by Cde. President in his May Day Address for the implementation of a five-day work week in non-controversial agencies with effect from 1<sup>st</sup> of June, 1986, all agencies are requested to submit not later than Monday 19<sup>th</sup> of May, 1986 the following information in order to assist in the Five-Day Work Week Committee in determining the controversial and non-controversial agencies:-

- i. How it is proposed to implement the 5<sup>th</sup> Day Work Week in your Organisation ;
- ii. Whether there is controversy over the implementation of a Five –Day Work Week and if so to identify these areas suggesting, at the same time, measures to resolve them; and
- iii. The number of workers involved in both areas –controversial and non-controversial .

A schedule of the proposed new working hours is attached. All agencies are asked to retain the same number of working hours within the five-day period as was previously done in the six-day work week .The implementation of the five –day work week should incur no additional cost to he organisation.

Finally, each submission should be signed by a senior and responsible officer in the organisation.

Please note that further instructions will be issued ,giving agencies that are deemed ‘non-controversial’ ‘the go ahead’ to implement the scheme from 1<sup>st</sup> June ,1986.

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J.E Sinclair  
Permanent Secretary.

PROPOSED NEW WORKING HOURS

PUBLIC SECTOR

- (a) OFFICE HOURS (36 ½ hours per week workers)

MONDAY TO THURSDAY

8.00 a.m. to 12.00 noon and 1.15 p.m. to 4.30 p.m.

FRIDAY

8.00 a.m. to 12.00 noon and 1.00 p.m. to 4.30 p.m.  
(total = 36 ½ hours)

- (b) MANUAL AND RELATED WORKERS (44 hours per week workers)

MONDAY TO THURSDAY

7.00 a.m. to 11.00 a.m. and 12.00 noon to 5.00 p.m.

FRIDAY

7.00 a.m. to 11.00 a.m. and 12.00 noon to 4.30 p.m.

BANKS (CUSTOMER SERVICE)

MONDAY TO THURSDAY

8.00 a.m. to 1.00 p.m.

FRIDAY

8.00 a.m. to 12.30 p.m. and 3.00 p.m. to 5.00 p.m.

TRADING CORPORATIONS/COMPANIES (CUSTOMER SERVICE)

For example:

Guyana National Trading Corporation  
Guyana National Shipping Corporation  
Guyana Stores Limited

COMMERCIAL GROUPS I – II

MONDAY TO THURSDAY

7.30 a.m. to 4.00 p.m.

FRIDAY

9.30 a.m. to 6.00p.m.

SATURDAY

7.30 a.m. to 12.00 noon

NOTE

There would be 47 opening hours but each staff member would work the equivalent of a five-day work week.

UTILITIES GROUP

For example

Guyana Post Office Corporation  
Guyana Electricity Corporation

MONDAY TO FRIDAY

7.30 a.m. to 4.30 p.m.

SATURDAY

7.30 a.m. to 11.30 a.m.