



Vehicle Drivers they should continue to observe working hours as at present on a five day work week without suffering any loss in pay. Also, workers such as Rangers and Sluice and Koker Attendants who because of the nature of their work, are paid for everyday of the week, will continue to work as at present.

4. The attention of all workers is drawn to the current practice of counting absences on vacation and/or sick leave which spans any period of non-working days. Wherever an absence spans an entire week-end and the worker does not resume duty at the beginning of the work week, the Saturday and Sunday involved should be counted as leave, and in the case of sick leave, the production of a medical certificate should be requested in accordance with existing Civil Service Rules.
5. The introduction of the five-day workweek in “non-controversial” agencies of work areas for a trial period of nine months has been made on the clear understanding that there will be no reduction in the total hours now worked by the various categories of workers and that there should be no additional employment costs. Permanent Secretaries , Heads of Departments ,Regional Executive Officers and all other Managers and Supervisors of the relevant agencies are therefore requested to ensure that there is no lowering in production or slackening of the work force. Mechanisms are being devised for the effectiveness or otherwise of the change to be evaluated .At the end of the trial period of nine months a decision will be made as to:
  - Whether the five-day work week should be permanent
  - Whether the old system should be re-introduced
  - Or what adjustments should be made to the five –day work week plan as originally devised
6. The revised working hours outlined at paragraph 1 should be regarded as an amendment to the official office hours stated in Civil Service Rule R1 but being applicable only to workers in “non-controversial” agencies. The hours as set out in Civil Service R1 will continue to apply to workers in agencies deemed “controversial” until the action outlined at paragraph 2 has been completed in each case.
7. Please bring the contents of this circular to the attention of all workers in your Ministries/Departments/Regions. Any matter requiring clarification and /or further information should be directed to the Public service Ministry for attention.
8. I have attached for your information at Appendix II, the working hours agreed upon by the C.O.F.A institutions.
9. These instructions for the implementation of a Five-Day Work Week are for those agencies that have so far cleared with the Public Service Ministry. Listed at Appendix III are those agencies in the Public service/sector from which there has been no response as at May 27<sup>th</sup> 1986.

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J.E Sinclair  
Permanent Secretary

**PUBLIC SERVICE**  
**NON-CONTROVERSIAL AREAS WHERE 5-DAY CAN BE APPLIED**

**APPENDIX I**

<b><u>MINISTRY/ DEPARTMENT</u></b>	<b><u>AREA OF OPERATION</u></b>
Agriculture	Office
Attorney General's Chambers	-do-
Public Prosecutions	-do-
Deeds Registry	
State Solicitor's Department	
Supreme Court	
Cooperatives	-do-
Education	-do-
Teaching Service Commission	-do-
Government Technical Institute	
Energy and Mines	-do-
Finance	-do-
Forestry	-do-
Foreign Affairs	-do-
Housing and Environment	-do-
Health	Clinics, Health Centres Office
Home Affairs	Office
Secretariat	
Police	
Registration & Elections	
General Register Office	
Information	-do-
Inland Revenue	-do-
Manpower	-do-
National Mobilisation	-do-
Office of the Ombudsman	-do-
Office of the President	-do-

**MINISTRY/DEPARTMENT****AREA OF OPERATION**

Office of the Prime Minister	Office
Parliament Office	-do-
Public Service Ministry	-do-
Public Service Commission	-do-
Regional Department	-do-
Trade	-do-
Transport	-do-
Works	-do-
Civil Defence Commission	-do-
Dependants' Pension Fund	-do-
Plant Maintenance and Hire Division	-do-
Statistical Bureau	-do-
Customs and Exercise	-do-
Region Nos. 1- 10	-do-
State Audit Department.	-do-

**OTHER PUBLIC SECTOR AGENCY**

**Continuation of Appendix I**

<b><u>AGENCY</u></b>	<b><u>AREA OF OPERATION</u></b>
Construction Management Combine Limited	Office
Guyana Forestry Commission	-do-
National Dairy Development Programme	-do-
Guyana Geology and Mines Commission	-do-
Guyana Gold Board	-do-
Guyana Water Authority	-do-

**COFA INSTITUTIONS**

<b><u>AGENCY</u></b>	<b><u>DAYA AND HOURS</u></b>
Guyana Agricultural Development Bank	Monday to Tuesday 8.00 am - 12.00 noon 1.00 p.m - 4.30pm
Guyana Co-operative Insurance Service	Friday 8.00 a.m - 12.00 noon 1.00 p.m - 3.30 p.m
Guyana National Co-operative Bank Trust Company	
Guyana Mortgage Finance Bank	
National Insurance Scheme	
Commercial Banks Customer Service	Monday to Thursday 8.00 a.m -12.30 p.m  Friday 8.00 a.m -12.30 p.m 3.00 p.m - 5.00 p.m
Bank of Guyana	Monday to Thursday 8.00 a.m- 12.00 p.m
Tellers	Friday 8.00 a.m - 12.00 noon 2.00 p.m - 4.00 p.m
Other Business	Monday to Thursday 8.00 a.m - 12.00 noon 2.00 p.m - 3.30 p.m  Friday 9.00 a.m - 12.00 noon 2.00 p.m - 4.00 p.m

**PUBLIC SERVICE/SECTOR**  
**AGENCIES WHICH HAVE NOT RESPONDED AS AT 1986-05-27**

National Agricultural Research Institute

MMA/ADA

Export Promotions Council

New Guyana Marketing Corporation

National Data Management Authority

Guyana Museum

Guyana National Energy Authority

National Library

