

“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE”

PUBLIC SERVICE MINISTRY

CIRCULAR No. 12/1990

REFERENCE NO. PS: 20/66

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Refreshment Allowance to Public
Servants when working overtime.

DATE: 1990-04-25

Further to my Circular No. 25/1989 dated 1989-12-01, on the above subject, I set out hereunder, for the purpose of clarification, the manner in which overtime and the refreshment allowance become payable on Saturdays, Sundays and holidays to those Public Servants who are required to work overtime on such days and are eligible to receive overtime payment:

(a) Payment of overtime at the appropriate rate when working overtime under two (2) hours.

Or

(b) A refreshment allowance at the rate of \$16.00 when working overtime for two (2) hours and over continuously, but under four (4) outside of normal hours, plus payment of overtime at the appropriate rate.

Or

(c) A refreshment allowance at the rate of \$32.00 when working overtime for four (4) hours and over continuously, outside of normal working hours, plus payment of overtime at the appropriate rate.

2. Whenever overtime work is to be done on Saturdays, Sundays and/or holidays, the period of overtime should be counted from the time the work commences. Permanent Secretaries, Heads of Departments and Regional Executive Officers are asked to ensure that a work plan is prepared before hand to facilitate the overtime exercise, and that appropriate control mechanisms are put in place to prevent any abuse of the facility. Where the period of overtime is schedule to last for two (2) hours and over, Public Servants may be granted “time off” from overtime work to partake of a snack or lunch, but if “time off” extends beyond twenty (20) minutes, it must be deducted from the total overtime hours worked.

3. Finally, I wish to bring to your attention the fact that it was never intended that the payment of overtime and refreshment allowance should be applied in the situations outlined at (a), (b) and (c) simultaneously,

whether on a week-day, Saturday, Sunday or holiday. Payment should only be made in respect of one of these circumstances (i.e.) the relevant period of the completed overtime exercise) on any given day.

4. Please bring this circular to the attention of all staff in your organization, particularly those attached to the Personnel and Accounting Units.

J.E.Sinclair
Permanent Secretary
Public Service Ministry