

Circular No. 13

Ref. No. 59/20^{VI}

**Public Service Establishment Division
Ministry of Finance and Planning
30 National Heroes' Circle
Kingston 4**

June 8, 2004

To: Permanent Secretaries
Heads of Departments

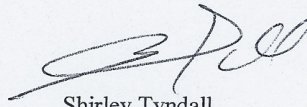
Memorandum of Understanding – Pension Calculations

The Memorandum of Understanding signed between the Government of Jamaica and the Jamaica Confederation of Trade Unions among other things, includes the following provision:

“The PARTNERS agree that persons who belong to those groups with a wage contract that extends into fiscal year 2004/2005 and 2005/2006 and who will proceed on retirement during the period of restraint are to be deemed to have attained the salary that would have been paid 2004/2005 or 2005/2006 (dependent on the date of retirement) for the sole purpose of pension calculations This provision will also include those persons whose salaries are derived directly from the groups stated above at the time of signing.”

Consequently, all Ministries and Departments are required to submit to the Public Service Establishment Division the particulars of all persons who will be proceeding on retirement or pre-retirement leave at least three months before the officer's retirement becomes effective. This information should be detailed as per the attached form.

Information for those persons who will be retiring during the period April 1, 2004 and June 30, 2004 are to be submitted immediately.



Shirley Tyndall
Financial Secretary

PENSION PARTICULARS

Name	Post Title & Classification Grade	Current Salary In the scale	Incremental Date	Date of Retirement