



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
**FINANCIAL SECRETARY** AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**REF NO: C11500**

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

**2020 March 12**

**CIRCULAR NO. 2**

Cabinet Secretary  
Permanent Secretaries  
Chief Executive Officers  
Heads of Departments/Agencies

**RE: Public Sector Leave Arrangements with respect to COVID-19**

With the advent of the COVID 19 virus, commonly called the Corona Virus, on a global scale and the identification of cases in Jamaica, the Public Sector is to observe the following protocols where it becomes necessary for any employee to be away from the office environment as a result of either contracting the virus or being suspected of exposure to it:

1. Where an employee exhibits symptoms, the officer should be allowed to immediately leave the environment and seek medical attention. In the first instance, such absence should be recorded as Sick Leave and be treated in the normal way as provided for under the Staff Orders for the Public Service or other approved Rules or HR Policy.
2. Where quarantine is required, the relevant medical certification should be submitted, through the local Human Resource Department for the leave of absence to be considered for treatment as Special Leave, to the:

*Deputy Financial Secretary  
Strategic Human Resource Management Division  
Ministry of Finance and the Public Service  
30 National Heroes Circle  
Kingston 4*

The Public Service is reminded that all non-essential public sector travel has been curtailed and as such where individuals leave the country in their private capacity, upon their return they may be required to take normal leave to facilitate a period of quarantine prior to resuming duties. Please note that the Public Service Regulations, 1961 require individuals leaving the country to obtain approval to do so from the relevant authorities.

Please ensure that this circular is brought to the attention of all employees.

Darlene Morrison  
Financial Secretary

