

22 December, 2003

Circular Letter No. 47 of 2003

12/19/01/02

From: Secretary for Public Service Affairs
To: Supervising Officers i/c Ministries/Departments

Attendance

The normal hours of attendance for full time officers are as follows:

For officers in a Ministry/Department operating on a five-day week basis:

Monday to Friday : 8.45 a.m. to 4.00 p.m. with half an hour for lunch

For officers in a Ministry/Department operating on a six-day week basis:

Monday to Friday : 9.00 a.m. to 3.30 p.m. with half an hour for lunch

Saturday : 9.00 a.m. to noon

Officers in the Workmen's Group putting in 40 hours weekly generally work the following hours:

Monday to Friday : 7.00 a.m. to 3.15 p.m. with one hour for lunch

Saturday : 7.00 a.m. to 10.45 a.m.

For any other officer who puts in more than $33\frac{3}{4}$ hours weekly the hours of attendance shall be as specified by the responsible officer.

2. In order to implement the recommendation at paragraph 15.5.7 (d) of the Pay Research Bureau Report 2003 and taking into consideration the provision of Regulation 42(1) (c) of the Public Service Regulations, it has been decided that, as from January 2004 the following measures should be taken:

A. For officers operating on a five-day week basis, i.e from Monday to Friday between 8.45 a.m. and 4.00 p.m. with half an hour for lunch:

- (i) Lateness would be allowed up to 9.15 a.m., in which case departure time would be up to 4.30 p.m. with half hour for lunch. Should an officer arriving late in the morning choose to leave office at 4.00 p.m., the duration of lateness should be computed monthly and deducted from his casual/vacation leave entitlement;

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- (ii) officers would be allowed to compensate for late arrivals within the same calendar month, lateness to resume work after prescribed lunch time included; and
- (iii) lateness after 9.15 a.m. and absences during working time without authorisation would be deducted from leave entitlement in the first instance. However, in case there is no improvement in the officer's record of late attendance after 9.15 a.m. and the excess time taken for lunch, the Responsible Officer might then initiate action under Regulation 42(1)(c) of the Public Service Commission Regulations for the duration of lateness to be deducted from his salary.

B. Officers operating on a six-day week basis, i.e Monday to Friday from 9.00 a.m. to 3.30 p.m. with half an hour for lunch and on Saturday from 9.00 a.m. to noon:-

- (i) Monday to Friday : Lateness would be allowed up to 9.30 a.m. with departure time at 4.00 p.m.
- (ii) Saturday : Lateness would be allowed up to 9.30 a.m. with departure time at 12.30 p.m.

Should an officer choose to leave office at 3.30 p.m./noon, the duration of lateness would be computed monthly and deducted from his leave entitlement; and

- (iii) lateness after 9.30 a.m. and absences during working time without authorisation would be deducted from leave entitlement in the first instance. However, in case there is no improvement in the officer's record of attendance, the Responsible Officer might then initiate action under Regulation 42(1)(c) of the Public Service Commission Regulations for the duration of lateness to be deducted from his salary.

C. Workmen's Group

Officers falling in this category should work within the prescribed hours. Period of lateness should be computed monthly and deducted from leave entitlement.

D. Workers on Shift, Roster and Staggered hours

Officers working on shift, roster and staggered hours should continue to work within the prescribed time. Period of lateness should be deducted from salary in accordance with the Public Service Commission Regulations.

The attendance of all officers at work should be closely monitored and appropriate action taken in accordance with the measures outlined above.

The measures outlined above would not apply to the teaching and non-teaching staff of schools.

5. The contents of this Circular letter should be brought to the attention of all officers working in your Ministry/Department.



R. Mudhoo
for Secretary for public Service Affairs

Copy to: Secretary to Cabinet and Head of the Civil Service