



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

02 August 2011

Ministry of Civil Service and Administrative Reforms
Regular Note No. 8 of 2011
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From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Hours of Work - Office Care Attendant Cadre

This Ministry reviewed the hours of work for the Office Care Attendant Cadre on a trial basis in 2001. As the trial proved to be effective, this Ministry is therefore formalising same.

In that respect, Ministries/Departments are reminded that the official hours of work for the Office Care Attendant Cadre are as follows:

(i) **Ministries/Departments operating on a five-day week basis:**

0800 hours to 1630 hours with half an hour for lunch; and

(ii) **Ministries/Departments operating on a six-day week basis:**

Monday to Friday: 0815 hours to 1600 hours with half an hour for lunch

Saturday: 0815 hours to 1230 hours with half an hour for lunch.

Any variation to the hours of work as set out above would require the prior approval of this Ministry.

Supervising Officers are requested to ensure compliance with the above.

**(I.M. Oree) Mrs
Supervising Officer**

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