



The Government of the Republic of Trinidad & Tobago

PERSONNEL DEPARTMENT

(Office of the Chief Personnel Officer)

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MEDIA RELEASE

CPO Facilitates Training in Leave Administration for Civil Service Human Resource Staff

September 27, 2024 – In a significant move to enhance operational efficiency and compliance, the Personnel Department's **Benefits and Industrial Relations Management Division** facilitated a workshop session in Leave Administration for **eighteen (18)** members of the **Human Resource Department** of the **Ministry of Youth Development and National Service**. Among the participants was the Ministry's Director of Human Resources (HR), who worked closely with the Personnel Department's **Human Resource Management Compliance and Training Division** to tailor the workshop to meet the specific needs of the Ministry.

Commander Dindial emphasised, the newly established **Human Resource Management Compliance and Training Division** plays a crucial role in ensuring that all government entities subject to guidance and policy from the Chief Personnel officer's Office are not only aware of but also fully compliant with **Human Resource Management** policies and guidelines issued by the **Personnel Department**. This initiative is part of a broader strategy to foster a culture of accountability and excellence within the Civil Service as well as ensure adherence to legal and regulatory requirements regarding employment and leave policies to minimise grievances, overpayment and loss of earnings for employees.

The training session, led by staff of the **Benefits and Industrial Relations Management Division** delved into essential topics under the umbrella of **Terms and Conditions of Employment**. Participants gained invaluable insights into key areas such as hours of work, various types of leave including vacation, casual, sick, and maternity leave and the procedures for leave of absence without pay. Also, the CPO highlighted that participants received information regarding the determination of increments and Compensation Management from staff of the **Department's Compensation Management Division**.

This training session facilitated by the **Personnel Department** for HR staff at the **Ministry of Youth Development and National Service** reflects its ongoing commitment to providing continuous training and development opportunities in order to build capacity and competence in support of more efficient **Civil Service**.

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