

PERSONNEL DEPARTMENT CIRCULAR MEMORANDUM NO. 1 OF 2014

FROM : Chief Personnel Officer

TO : Permanent Secretaries, Heads of Department, Chief Administrator,
Tobago House of Assembly and Heads of Statutory Authorities, subject
to the Statutory Authorities Act, Chapter 24:01

DATED : March 19, 2014

SUBJECT : *Grant of Bereavement Leave*

You would recall that by Personnel Department Circular Memorandum No. 4 of 1997, dated December 29, 1997, you were informed of the policy which guides the grant of Bereavement Leave to a public officer to enable that officer to attend and/or make arrangements for the funeral of a member of his immediate family as defined. Subsequently, Personnel Department Circular Memorandum No. 4 of 2001 dated May 8, 2001 advised of an increase in the quantum of such leave for which an officer is eligible when a death occurs in Tobago and the officer actually travels to Tobago.

2. However, questions have arisen from time to time as to the timeframe during which Bereavement Leave may be taken as well as the manner in which the leave may be taken.
3. I wish to clarify that, given the purpose of Bereavement Leave, it is not required that such leave be taken in consecutive days. In this regard, in recognition of the varying circumstances which may arise, such leave may be utilized within a two (2) week period of death or burial. Exceptional cases should be referred to the Chief Personnel Officer who will advise as to what action should be taken in the specific circumstances.
4. The conditions governing the grant of Bereavement Leave as outlined in the Circular Memoranda referred to at paragraph 1 above shall continue to apply.


Stephanie Lewis
Chief Personnel Officer