



Government of the Republic of Trinidad and Tobago

MINISTRY OF FINANCE

CORPORATE COMMUNICATIONS UNIT

7th November 2017

MEDIA RELEASE

Work attendance by staff of the Inland Revenue Division and Customs and Excise Division

The Permanent Secretary, Ministry of Finance, wishes to inform all staff of the Inland Revenue Division and the Customs and Excise Division that Thursday 9th November and Friday 10th November are regular working days.

Staff are reminded of the Civil Service Act Chapter 23:01, Civil Service Regulations Chapter IX Part I:

- 80. Casual absence from work with the prior approval of the Permanent Secretary or Head of Department shall be recorded as annual leave.*
- 81. Casual absence from work without the approval of the Permanent Secretary or Head of Department may be treated as leave without pay.*
- 85. (1) Every officer shall be entitled to 14 days sick leave a year provided that he tenders a Medical Certificate written under the hand of a registered Medical Practitioner.*
- (2) An officer who is away from duty, due to illness, for a period not exceeding two days shall not normally be required to tender a Medical Certificate, but any leave taken under this provision shall count in calculating the total sick leave for the year. The Permanent Secretary may require an officer who habitually takes advantage of this concession to present himself to a Government Medical Officer for a Medical Examination.*

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(868) 612-9700
ext. 2804-2809



(868) 612-9700
ext. 2810



comm.finance@gov.tt



www.finance.gov.tt