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**REF NO: C11500<sup>XII</sup>**

**January 3, 2023**

**Circular No.: 2**

Cabinet Secretary  
Permanent Secretaries  
Chief Executive Officers  
Heads of Departments/Agencies

**AMENDMENT TO STAFF ORDERS**  
**Leave Provisions Chapter 7**

Permanent Secretaries and Heads of Department are hereby advised that approval has been given for an amendment of the Maternity Leave benefit as well as the implementation of Paternity Leave and Adoption Leave with effect from January 1, 2023. Sections of the Staff Orders have been amended as under:

**7.7 Maternity Leave**

Maternity Leave is a scheduled period of absence from duties with pay that female employees are entitled to for the purposes of childbirth, confinement, nurturing, caring and bonding with a new-born child.

***7.7.1 Entitlement***

- i) A period of sixty (60) working days with pay.
- ii) Female employees are entitled to Maternity Leave on no more than three (3) occasions.

***7.7.2 Eligibility***

The following conditions must be satisfied for Maternity Leave to be granted:

- i) Full-time female employees with at least twelve (12) months continuous service irrespective of different employment types or a combination thereof (eg. Contract to established post or vice versa).
- ii) Part-time female employees with at least twelve (12) months continuous service, working at least eighteen (18) hours per week.
- iii) The duration of the pregnancy should be at least twenty-eight (28) weeks.
- iv) Female employees are eligible for the full benefit in instances of stillbirth<sup>1</sup>

***7.7.3 Administration***

- i) *Officers who have completed not less than twelve (12) months of continuous service may be granted leave for maternity purposes upon presentation of appropriate medical certification.*

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<sup>1</sup> **Stillbirth** is any instance where the baby is born dead after the twenty-eighth week of pregnancy.

- ii) *The grant of maternity leave **shall** be on full salary for a period not exceeding sixty (60) working days.*
- iii) *The female officer may be granted vacation leave applied for, up to the maximum to which she is entitled.*
- iv) *The female officer may be granted leave without pay for an additional period not exceeding forty-five (45) working days.*
- v) *Permanent Secretaries and Heads of Departments may, in particular cases, authorize the grant of leave, without pay, for maternity purposes for periods in excess of forty-five (45) working days.*
- vi) *Sick leave may be granted to run consecutively with leave granted for maternity purposes, on the presentation of satisfactory medical evidence that the illness does not result directly, indirectly or specifically from the pregnancy.*
- vii) *Maternity leave may commence before the date of delivery, having satisfied all the eligibility requirements.*

## **7.18 Paternity Leave**

Paternity Leave is a scheduled period of absence from duties with pay to which male employees are entitled for the purpose of spending time with, nurturing and caring for a new-born child.

### ***7.18.1 Entitlement***

- i) A period of twenty (20) working days with pay.
- ii) Male employees are entitled to Paternity Leave on no more than three (3) occasions.

### ***7.18.2 Eligibility***

The following conditions must be satisfied for Paternity Leave to be granted:

- i) Full-time male employees aged eighteen (18) years and above with at least twelve (12) months of continuous service irrespective of different employment types or a combination thereof (eg. Contract to established post or vice versa).
- ii) Part-time male employees with at least twelve (12) months continuous service, working at least eighteen (18) hours per week.
- iii) The employee must provide official documentation that he is the Registered Father of the child.
- iv) Paternity Leave may be accessed in the event of stillbirth or if the baby dies within six (6) months after delivery. Substantiating documentation must be provided.

### ***7.18.3 Administration***

- i) Paternity Leave can only be granted within the first six (6) months of delivery.
- ii) Multiple births of the same pregnancy (twins, triplets etc.) will not increase the number of days that will be granted for Paternity Leave.
- iii) Paternity leave can only be accessed after six (6) months of a previously granted period of Paternity Leave.
- iv) Paternity Leave can be granted as one full allotment or in two instalments at the request of the applicant. The minimum period of one instalment is five (5) working days. For example, ten (10) days immediately after birth, and ten (10) days within the remaining months.

- v) If additional time is needed after the expiration of paternity leave, approval may be granted for the utilisation of vacation leave to which the employee is entitled and/or leave without pay up to ten (10) working days at the discretion of the Head of the Entity.

## **7.19 Adoption Leave**

Adoption Leave is paid parental leave for full-time employees for a specified period after they have adopted a child.

### ***7.19.1 Entitlement***

- i) Employees are eligible to receive twenty (20) working days with pay.
- ii) Employees are entitled to Adoption Leave on no more than three (3) occasions.

### ***7.19.2 Eligibility***

The following conditions must be satisfied for Adoption Leave to be granted:

- i) Full-time employees aged eighteen (18) years and above with at least twelve (12) months of continuous service irrespective of different employment types or a combination thereof (eg. Contract to established post or vice versa).
- ii) Part-time employees with at least twelve (12) months continuous service, working at least eighteen (18) hours per week.
- iii) The employee(s) name that appears on the adoption application documents can apply for Adoption Leave.

### ***7.19.3 Administration***

- i) Adoption of siblings will not increase the number of days that will be granted for Adoption Leave.
- ii) Adoption Leave can be granted as one full allotment or in two instalments at the request of the applicant. The minimum period of instalment is five (5) working days. For example, ten (10) days immediately after placement and ten (10) days within the remaining months.
- iii) Applications for Adoption Leave should be supported by documentation from the Child Protection and Family Services Agency (CPFSA) or the Courts.
- iv) Adoption leave is granted after the placement of the child.
- v) Adoption leave can only be accessed once per year.
- vi) Adoption leave can only be granted six (6) months after the expiration of maternity or paternity leave.

## **Amendment to Schedule A**

Effective January 1, 2023, approval has also been given for an amendment of the leave rates for employees who joined the Public Service after January 1, 2002. Schedule A (NEW RATES) have been amended as follows:

(NEW RATES)  
ANNUAL RATE OF VACATION, SICK AND DEPARTMENTAL LEAVE

<b>No. of Years Service</b>	<b>Vacation (Working Days)</b>	<b>Sick (Working Days)</b>	<b>Departmental (Working Days)</b>
Under 15 years	15 days per annum accumulative to 45 days	10 days per annum	10 days per annum
15 - 25 years	21 days per annum accumulative to 63days	10 days per annum	10 days per annum
Over 25 years	25 days per annum accumulative to 75 days	10 days per annum	10 days per annum

In any case of doubt or difficulty the Strategic Human Resource Management Division of this Ministry should be contacted for clarification or advice.



Darlene Morrison, CD  
Financial Secretary