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(CENTRAL GOVERNMENT)
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Retirement under the Pensions (Public Service) Act, 2017

The attention of Permanent Secretaries, Heads of Department and Chief Executive Officers is again invited to the Pensions (Public Service) Act, 2017, which became operational on the 1st April, 2018. Permanently appointed officers may be granted **normal retirement** from the Public Service pursuant to Section 14(2) of the Pensions (Public Service) Act, 2017, upon attaining their respective retirement age, corresponding with the transition period, as set out in the First Schedule of the Act.

1. The approval for retirement should be processed one (1) year in advance of the retirement date. The retirement for ALL categories of employees who were born **August 1960 to January 1961**, should, therefore, be processed in the year **2022**, as follows:-

RETIREMENT SCHEDULE		
DATES OF BIRTH	RETIREMENT AGE	DATES OF RETIREMENT
August 1 – 31, 1960	62 years 5 months	January 1 – 31, 2023
September 1 – 30, 1960	62 years 6 months	March 1 – 31, 2023
October 1 – 31, 1960	62 years 7 months	May 1 – 31, 2023
November 1 – 30, 1960	62 years 8 months	July 1 – 31, 2023
December 1 – 31, 1960	62 years 9 months	September 1 – 30, 2023
January 1 – 31, 1961	62 years 10 months	November 1 – 30, 2023

Departments that have **not** yet been granted Delegation of Functions should take the necessary steps to ensure that the returns are submitted to this Office by the **1st March, 2022**, together with certified copies of the Birth Certificates and Statutory Declarations in support of the Birth Certificate, where necessary, for the officers/employees concerned. Where the documents are not readily available, they should be submitted as early as possible, thereafter. It should also be made clear to the officers concerned that the non-submission of these documents will result in delays in the approval for retirement and subsequently, the processing of their retiring benefits.

It is to be noted that a Statutory Declaration is not a substitute for the Birth Certificate.

Steps should be taken to ensure that the returns are accurate and in addition, that all the officers concerned are granted the pre-retirement leave for which they are eligible so that the expiration of the leave will coincide with their dates of retirement.

2. Temporary, Casual, Daily-Paid and Part-Time Employees/Officers

The above categories of employees should also be granted **normal retirement** from the Public Service during the transition period, as indicated in the First Schedule (**that is Columns 1 and 2**) of the Pensions (Public Service) Act, 2017. Paragraph 2 on Page 1 is, therefore, applicable to those officers as well.

Request for Early Retirement from the Public Service is not applicable to Temporary, Casual, Daily-Paid and Part-Time Employees/Officers.

These officers may, however, be retired from the Public Service on Medical Grounds prior to attaining the normal retirement age. In that regard, they would have to be examined by

a Medical Board appointed by the Chief Medical Officer, Ministry of Health and Wellness. Accordingly, a report from the Medical Board and/or Chief Medical Officer indicating that the officer is incapable of discharging his/her duties efficiently by reason of any infirmity of body or mind and that the infirmity is likely to be permanent. Staff Order Nos. 7.13.10 and 14.7.5 of the Staff Orders for the Public Service (2004), are relevant. **The retirement of these officers on Medical Grounds should be submitted to the Office of the Services Commissions for processing.**

The Government Employees' (Compassionate Gratuities) Resolution, 1947, which was previously applicable to Temporary, Casual, Daily-Paid and Part-Time Employees/Officers, has now been subsumed under the Pensions (Public Service) Regulations, 2018, which came into effect on the 1st April, 2018. Part V of the Pensions (Public Service) Regulations, 2018, is relevant.

Consequently, the following Sections of the Pensions (Public Service) Regulations, 2018, should be used to effect the retirements of these officers, as indicated below:-

Normal Retirement	:	Section 32(3)(a) of the Pensions (Public Service) Regulations, 2018
Retirement on Medical Grounds	:	Section 32(4) of the Pensions (Public Service) Regulations, 2018

3. **Ministries and Departments with Delegation of Functions should:-**

- Ensure that the appropriate action is taken to retire officers in keeping with the requirements of the Pensions (Public Service) Act, 2017/Pensions (Public Service) Regulations, 2018;
- Submit to this Office, copies of the letters approving the retirement of these officers;
- Forward recommendations to this Office for officers to be retired from the Public Service, where the expiration of their Pre-retirement leave does **not** coincide with their normal retirement age; and
- **Forward recommendations to this Office for officers to be granted Early Retirement, Retirement on Medical Grounds and Retirement in the Public Interest.**

4. **Executive Agencies**

Officers in Executive Agencies who opted to remain on the Government Pension Scheme are also required to retire pursuant to Section 14(2) of the Pensions (Public Service) Act, 2017. The Executive Agencies Pension Scheme, 2002, provides guidance in this regard. Executive Agencies should, therefore, submit the names and particulars to the Office of the Services Commissions for the necessary approval. The officers' Election Forms, as well as their current appointment letters, should be attached to the submission.

5. **Early Retirement**

In light of the Pensions (Public Service) Act, 2017, officers can no longer request to retire from the Public Service upon attaining the age of 50 – 54 years. Regulation 24 (3) of the Public Service Regulations, 1961 has been deleted and the following substitution made, as stated in the Third Schedule of the Pensions (Public Service) Act, dealing with the Amendments under "*The Constitution of Jamaica The Public Service Regulations*":

- “(3) An officer may at any time after he attains-**
- (a) the corresponding age during the transition period, pursuant to Section 15(a) of the Pensions (Public Service) Act, or**
 - (b) the age of sixty years, pursuant to section 15 (b) of the Pensions (Public Service) Act,**

apply to the Governor-General for permission for early retirement, and shall in his application state the grounds on which it is based.”

Section 15 of the Pensions (Public Service) Act, 2017 states:-

“Subject to Section 21, a pensionable officer may be granted early retirement from the public service by the Governor-General and be eligible to receive pension, gratuity or other allowance if-

- (a) being an existing public officer, he has, during any of the months during the transition period, specified in Column I of the First Schedule, attained the corresponding age specified in Column III thereof;**
- (b) he is a new public officer and has attained the age of sixty years; or**
- (c) on medical evidence to the satisfaction of the Governor-General, he is incapable by reason of any infirmity of mind or body of discharging the duties of his office and that such infirmity is likely to be permanent.”**

Section 21 states:-

“The Governor-General may require a pensionable officer to compulsorily retire from the public service at any time after he attains the age of sixty years.”

5(a). Requests for Early Retirement:

Officers who are interested in taking early retirement from the Public Service should be advised that they **cannot** proceed on their pre-retirement leave without the prior approval of the Governor-General, as such actions are unauthorized and inadvisable. Therefore, all eligible officers should be advised to submit their requests at least four (4) months in advance of the dates on which they wish to proceed on their retirement/pre-retirement leave.

5(b). Retirement on Medical Grounds:

Human Resource Officers/Administrators should also ensure that the following information is recorded on the Chief Medical Officer’s Letters and/or Medical Board’s Reports before submitting them to this Office, in order to avoid any undue delays in the processing of officers’ retirement on medical grounds, as well as their retiring benefits:-

- i. the effective date of retirement;
- ii. whether the infirmity is of the mind, body or both; and
- iii. whether the infirmity is likely to be permanent.

6. Succession Planning

The Pensions (Public Service) Act, 2017, with the provisions for the extension of the age for retirement, has automatically resulted in officers remaining in the Public Service for longer periods. In light of that fact, the Ministries, Departments and Agencies should use this additional period to adequately prepare for a successor.

It is expected that there will be minimal requests for retention beyond the (now) normal age of retirement.

The following will assist in the smooth transition:-

- i. Development of a Succession Plan in the respective areas;
- ii. Development of Standard Operational Procedures for each Unit and the respective positions;
- iii. Transfer/Documentation of institutional knowledge;
- iv. Preparation of officers for retirement by exposing them to beneficial seminars, etc.;
- v. Officers fifty-five (55) years and over are specifically targeted in respect of retirement planning.

7. Operation of Posts as a result of Retirement

Every effort should be made by entities to process all retirement transactions in a timely manner. This will not only allow officers to receive their retiring benefits in good time but will also ensure the continued operation of the posts, which will become vacant, upon their retirements. This is critical in light of the fact that the Post Operations Committee (POC) of the Ministry of Finance and the Public Service is not mindful to grant retroactive approval for the operations of posts.

Accordingly, Permanent Secretaries, Heads of Department and Chief Executive Officers should ensure that the responsible officers in their respective entities manage the retirement process in an efficient and timely manner, bearing in mind that the preparation of the retirement should commence one (1) year in advance.

Please ensure that a copy of this Circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all officers.

A handwritten signature in blue ink, reading "J Mendez". The signature is written in a cursive style with a large, sweeping initial "J".

Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer