



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

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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. 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 **February 1, 1961 to July 31, 1961** should, therefore, be processed in the year **2023**, as follows: -

RETIREMENT SCHEDULE		
DATES OF BIRTH	RETIREMENT AGE	DATES OF RETIREMENT
February 1 – 28, 1961	62 years 11 months	January 1 – 31, 2024
March 1 – 31, 1961	63 years	March 1 – 31, 2024
April 1 – 30, 1961	63 years 1 month	May 1 – 31, 2024
May 1 – 31, 1961	63 years 2 months	July 1 – 31, 2024
June 1 – 30, 1961	63 years 3 months	September 1 – 30, 2024
July 1 – 31, 1961	63 years 4 months	November 1 – 30, 2024

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 **March 1, 2023**, 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. The officers should be informed, in writing, 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 Column 1 and Column 2**) of the Pensions (Public Service) Act, 2017.

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 April 1, 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 pursuant to Section 15 of the Pensions (Public Service) Act, 2017

5(a). Requests for Early Retirement:

As of the **March 1, 2023**, **ALL permanently** appointed officers who are desirous of proceeding on early retirement **must** attain at least the age of **sixty (60) years** before their applications are submitted to the Public Service Commission for its consideration and recommendation to the Governor-General.

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.

Officers should state, in their written requests, the grounds on which their request for early retirement is based. It may be useful to submit supporting documentation to substantiate their application, where possible.

5(b). Retirement on Medical Grounds:

Human Resource Officers/Administrators should also ensure that the following information is included in 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.

The **Original** Chief Medical Officer's Letters and Medical Board's Reports should be submitted to this Office.

6. Other matters

The necessary recommendations should be made to the Post Operations Committee, Ministry of Finance and the Public Service, for the continued operation of posts prior to the expiration of any pre-retirement leave granted to the relevant officers.

Succession Planning would greatly assist the Ministries, Departments and Agencies in filling vacancies upon the retirement of officers and minimize the necessity to submit requests for retention.

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.



Jacqueline Mendez (Mrs.), JP
Chief Personnel Officer