

# OBLIGATIONS/CONDITIONS FOR DAY RELEASE

# OFFICE OF THE SERVICES COMMISSIONS

- ❖ Devote the full time required for the course
- ❖ Do not change course of study without permission from the appropriate authority
- ❖ Submit progress reports to HR on a semesterly basis
- ❖ Submit copy of award to HR on successful completion of the programme/course
- ❖ Complete the requirements of the programme/course
- ❖ Ensure that the tertiary institution is registered and the course is accredited  
(Consult with UCJ's Website)
- ❖ Attend classes one (1) or two (2) days a week, and where necessary on full time for two (2) to four (4) weeks during the summer period if required by the institution
- ❖ The day(s) and full time period utilized for the course will be charged to the Officer's Vacation Leave
- ❖ The Officer will cease to earn Vacation Leave at the start of the course until its completion
- ❖ On completion of the course the Officer will be credited with Vacation Leave for the number of days on which he/she was not in attendance at classes



## OFFICE OF THE SERVICES COMMISSIONS

This is a publication of the  
Information, Standards  
and Public Education  
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## DAY RELEASE GUIDELINES for Ministries and Departments

## WHAT IS DAY RELEASE?

**Day Release is a provision granted to Public Officers as indicated in the Staff Orders for the Public Service, 2004, to pursue courses at tertiary institutions for a maximum of two (2) days per week.**



## DAY RELEASE GUIDELINES

- **The course of study may be offered on a part-time basis or full-time basis.**
- **Officers must have at least twelve (12) months continuous employment.**
- **Officers should have Vacation Leave to their credit. When exhausted the Officer may be granted a period up to 180 days.**
- **Officers may be granted time-off by the appropriate authority to pursue courses of study at approved institutions, on a part-time basis during established working hours.**
- **The originals or certified copies of documents (Acceptance Letters, Progress Reports, Timetables) should be submitted with the Application Form.**

## DAY RELEASE APPLICATIONS

**Applications for Day Release open annually from January to December and the application deadline is at least one (1) month before the commencement of the Course of Study/Programme.**



**Day Release is granted in accordance with Staff Order No. 7.8.4**

**(Staff Orders for the Public Service 2004)**

**All application forms MUST have original signatures  
Outdated application forms will NOT be accepted**