

Public Service

Cap. 29.

**PUBLIC SERVICE (LEAVE PASSAGES)
ORDER, 1966**

1966/17. 1979/191.
 1967/39. 1982/189.
 1967/183. 1982/220.
 1970/43. 1984/62.
 1972/118. 1985/74.
 1973/69. 1987/107.
 1974/136. 1989/31.
 1975/116. 1990/118.
 1976/238. 1990-21.
 1977/66. 1998/84.
 1978/211.

Authority: This Order was made on 6th January, 1966 by the Minister under section 2 of the *Civil Establishment Act* and saved under section 35(3) of the *Public Service Act*.

Commencement: 1st January, 1966.

1. This Order may be cited as the *Public Service (Leave Passages) Order, 1966*. Short title.

2. In this Order,

Interpretation.

"child", in relation to an officer, means any child of that officer who is under 18 years of age, unmarried and wholly or mainly dependent on the officer, and includes a child who is over the age of 18 years but is mentally deficient or physically incapacitated and is wholly or mainly dependent on the officer; 1975/116.

"minimum tour of service" means,

- (a) in the case of the Principal of a Primary School or the Deputy Principal of a Secondary School, service for 9 terms; 1973/69. 1990/118. 1990-21.
- (b) in the case of the Principal of a Secondary School and other officers attached to educational establishments other than those mentioned in paragraph (a) of this definition, service for 7 terms; 1973/69. 1990/118. 1990-21.
- (c) in the case of any other officer, service for a period of 28 months at the qualifying salary, beginning from the date on which the officer reaches the qualifying salary or returns to duty from leave with passage paid;

para.2

1998/84. "officer" means a person who prior to 1st January, 1980 was the holder
Cap. 21. of an office, being an office established under the *Civil Establishment Act* or under any other Act and who is in receipt of qualifying salary paid from the Consolidated Fund, but does not include

- (a) a person who holds the office of teacher or senior teacher;
- (b) an officer on contract for a specific period; or
- (c) an officer temporarily appointed to act in an established post;

1990/118. "qualifying salary" means,

- (a) in respect of a passage outside of the Caribbean area, basic salary per annum of not less than the salary denoted by the code number Z11 set out in Schedule B to the *Civil Establishment (General) Order, 1990*; and
- (b) in respect of a passage within the Caribbean area, basic salary of not less than the salary denoted by the code number Z17 set out in Schedule B to the *Civil Establishment (General) Order, 1990*;

"service" means

- (a) service at the qualifying salary in Barbados or on duty outside Barbados;
- (b) in addition to the service mentioned in paragraph (a) of this definition, in the case of an officer transferred to Barbados from the public service in any Territory in the Commonwealth, such period of service in that Territory at the qualifying salary in respect of which the officer was eligible for leave corresponding to vacation leave at the date of his transfer; but such service may only be taken into account in cases where the transfer of the officer without his first taking such leave was at the request of this Government;

"tour of service" means,

- (a) in the case of a Principal of a Primary School, or the Deputy Principal, or Deputy Principal of a Secondary School, service for 15 terms; 1990/118.
1973/69.
- (b) in the case of a Principal of a Secondary School and other officers attached to educational establishments other than those mentioned in paragraph (a) of this definition, service for 12 terms; 1990/118.
1990-21.
- (c) in the case of any other officer, service for a period of 4 years beginning from the date on which the officer reaches the qualifying salary or returns to duty from leave with passage paid;

"vacation leave" means vacation leave for which provision is made in any regulation for the time being in force relating to the grant of leave to officers.

3. (1) Subject to the provisions of this Order, an officer, after completing a tour of service at a basic salary of not less than the annual emoluments denoted by the code number Z17 set out in Schedule B to the *Civil Establishment (General) Order, 1990*, is entitled to the payment of return passages for the officer and the officer's spouse to any Territory within the Caribbean area. Entitlement
of passages
within the
Caribbean
area.
1978/211.
1976/238.
1979/191.
1982/189.

(2) Notwithstanding sub-paragraph (1), an officer who is entitled to the payment of passages under that sub-paragraph is also entitled, on one occasion during the career of the officer, to the payment of an additional return passage to any Territory within the Caribbean area for the benefit of any child or children of the officer; but the cost of all passages to which the officer is entitled on that occasion shall not exceed the cost of return passages for 3 adults. 1982/220.
1985/74.
1990/118.

Entitlement
to passages
outside the
Caribbean
area.
1978/211.
1976/238.
1979/191.
1982/189.
1982/220.
1985/74.
1990/118.

4. (1) Subject to the provisions of this Order, an officer, after completing a tour of service at a basic salary of not less than the annual emoluments denoted by the code number Z11 set out in Schedule B to the *Civil Establishment (General) Order, 1990*, is entitled to the payment of return passages for the officer and the officer's spouse to any Territory outside the Caribbean area.

(2) Notwithstanding sub-paragraph (1), an officer who is entitled to the payment of passages under that sub-paragraph is also entitled, on one occasion during the career of the officer, to the payment of an additional return passage to any Territory outside the Caribbean area for the benefit of any child or children of the officer; but the cost of all passages to which the officer is entitled on that occasion shall not exceed the cost of return passages for 3 adults.

Spouse not
entitled as of
right to
payment of
passage.
1975/116.
1990/118.

5. (1) An officer's spouse is not as of right entitled to the payment of a passage under this Order, and no payment shall be made in respect of the passage of an officer's spouse unless the spouse accompanies the officer or travels not more than 6 months before or after the date of the officer's departure from Barbados.

(2) Notwithstanding sub-paragraph (1), the Chief Personnel Officer may extend the period of 6 months in any of the following cases:

- (a) in the event of the serious illness of the officer or of the spouse or child of the officer;
- (b) in the event of an alteration in the date of departure from Barbados of the aircraft or ship on which the officer or the officer's spouse had booked a passage; or
- (c) where the officer's departure has been delayed at the request of the Government made after the booking of the passage.

(3) Where an officer who is also the spouse of an officer entitled to the payment of return passages is entitled as of right to the payment of return passages under this Order and has been granted a passage either as an officer or as a spouse, that officer is not again entitled to the payment of passages as an officer nor eligible for passage as a spouse unless the officer has completed a tour of service since the return of the officer to duty from leave with passage paid.

(4) Where the officer referred to in sub-paragraph (3) has completed a minimum tour of service after the officer's return to duty from leave with passage paid, payment of passage may be made in accordance with paragraph 10.

6. Subject to the provisions of this Order, no officer may be granted a leave passage to any Territory within the Caribbean area on more than 2 occasions during the career of the officer unless the officer is travelling within the Caribbean area on a course of study or training approved by the Government.

Restriction on number of passages within Caribbean area. 1990/118.

7. Subject to the provisions of this Order, no officer may be granted a leave passage to any Territory outside the Caribbean area on more than 2 occasions during the career of the officer unless the officer is travelling outside the Caribbean area on a course of study or training approved by the Government.

Restriction on number of passages outside Caribbean area. 1990/118.

- 8.** (1) Subject to sub-paragraph (2), the amount paid in respect of
- (a) a return passage to any Territory within the Caribbean area, shall not exceed \$380 or such amount as may from time to time be determined by the Minister;
- (b) a return passage to any Territory outside the Caribbean area, shall not exceed \$1,200 or such amount as may from time to time be determined by the Minister.

Cost of passages.

1975/116.
1990/118.

(2) Where the actual cost of a passage is less than the amount specified in, or determined by the Cabinet under, sub-paragraph (1)(a) or sub-paragraph (1)(b), as the case may be, the amount paid in respect of that passage shall not exceed the actual cost thereof; but in the case of an officer having a child or children, any such difference between the actual cost of a passage and the amount specified in, or determined by the Minister under, sub-paragraph (1)(a) or, as the case may be, under sub-paragraph (1)(b), may be utilised towards payment of passages for the child or children of the officer.

Passage entitlement may be used for travel by air or sea and to any destination.

9. (1) Subject to paragraph 8, an officer who is entitled to the payment of passages under this Order may elect to travel by air or sea.

(2) Notwithstanding paragraph 3, an officer's passage entitlement under that paragraph may be used to enable that officer to travel to a Territory outside the Caribbean area; but in that case the amount paid in respect of that officer's passage shall not exceed the amount specified in or determined by the Minister under sub-paragraph (1)(a) of paragraph 8.

(3) Where an officer uses his passage entitlement under paragraph 3 to travel outside the Caribbean area, such passage shall not be taken into account for the purposes of paragraph 7.

Passage entitlement after minimum tour.
1990/118.

10. Notwithstanding paragraphs 3 and 4, an officer who completes a minimum tour of service is entitled to the payment of passages for the officer and for the officer's spouse to an amount which bears the same proportion to the amount payable under paragraph 8 in respect of such passages as the officer's period of service bears to the tour of service.

Minimum period of leave to be spent outside Barbados.
1974/136.
1984/62.

11. (1) Subject to the provisions of this paragraph, an officer shall,
(a) in the case of leave with passage paid outside the Caribbean area, remain for not less than 4 weeks outside the Caribbean area;

(b) in the case of leave with passage paid within the Caribbean area, remain for not less than 3 weeks outside Barbados. 1974/136.
1984/62.

(2) Notwithstanding sub-paragraph (1), an officer may, on compassionate grounds, be permitted by the Chief Personnel Officer to return to Barbados within the periods specified in that sub-paragraph. 1967/183.
1979/191.

12. The provisions of this Order shall be deemed to apply to the Governor-General as if the office of Governor-General were an office created by order under section 3 of the *Civil Establishment Act*. Application to Governor-General. Cap.21.

13. (1) The provisions of this Order shall not apply to any officer attached to a Mission who has not exercised the option in accordance with order 10.16 of the *Barbados External Service Orders, 1972*. Application to officers attached to Missions. 1972/118.

(2) For the purposes of this paragraph,

"Barbados External Service Orders" means those orders relating to officers of the Ministry of Foreign Affairs made by the Minister responsible for Establishments on the 27th March, 1972;

"Mission" means any High Commission, Embassy or Consulate of Barbados or international organisation.

14. Notwithstanding the revocation of the *Civil Establishment (Leave Passages) Order, 1952*, as amended, the provisions of that Order shall continue in force in relation to officers to whom the *United Kingdom-Barbados (Public Officers) Agreement, 1961* applies. Saving.