

## **APPENDIX I**

### **OVERTIME**

1. No payments in respect of overtime will be made except in the circumstances prescribed hereunder.
2. Eligibility for overtime payments will be restricted to officers in grades G to M, exceptions to be approved in advance by the department's Permanent Secretary and the Permanent Secretary Public Administration. No Head of Department will be eligible for overtime.
3. Officers will be eligible for payment if they are required by their Head of Department or supervisor to remain on duty for a period of not less than three-quarters of an hour after the normal time of closure, or if they are recalled whilst off-duty, provided that no claim to payment will arise where officers are required to do arrears of work caused by their own default including habitual lateness.
4. Overtime payment for officers will be provided for in the recurrent Estimates.
5. All periods of reckonable overtime will be aggregated over the calendar month. Any excess over the standard number of working hours in that period, will qualify for payment. Where officers are recalled to duty for a portion of an hour, a full hour's rate will be payable.
6. All claims to overtime payments must be certified by the Head of Department and a record of all such claims will be kept in the Department.
7. No payment will be made in respect of casual overtime for which the Head of Department or departmental Supervisor has in advance authorised time off in lieu of payment.

## APPENDIX II

### **SUBSISTENCE AND TRAVEL EXPENSES**

#### 1. **Travelling on Duty within Anguilla**

Claims for subsistence allowance in respect of travelling on duty within Anguilla will not normally arise. The refund of any unavoidable expenses which may be incurred by officers travelling on duty within Anguilla may be approved exceptionally by the Permanent Secretary Public Administration provided the claim is certified as reasonable by the Head of Department.

#### 2. **Travelling on duty by sea or air**

When travelling on duty by sea or air, reasonable out of pocket expenses necessarily incurred by officers will be reimbursed provided the expenditure is supported by receipted bills or an honour certificate.

#### 3. **Travelling on duty (including attending official conferences) outside Anguilla**

- (i) Officers who are required to travel on duty outside Anguilla or to attend an officially sponsored conference or to attend a course of training will be entitled to subsistence.
- (ii) Any additional out of pocket expenses necessarily incurred by officers will be refunded provided they are reasonable, having regard to the status of the officers, and are supported by receipted bills or honour certificate.
- (iii) An application **for subsistence and/or travel expenses** should be submitted on the relevant form (see Appendix Form P/8)

#### 4. **Attendance at training courses outside Anguilla**

Officers attending training courses outside Anguilla will normally be entitled to subsistence allowance to cover the costs of meals and accommodation and other incidental expenses at the rates provided or laid down by the sponsors of the course.

#### 5. **Spouses accompanying officers on duty outside Anguilla**

No claim for the refund of hotel and other out of pocket expenses in respect of the spouses of officers who accompany them on duty outside Anguilla, will be considered.

6. **Hotel expenses**

A daily subsistence allowance will be paid at the rate current at the time of travel.

7. **Advances**

A Head of Department (or the Permanent Secretary in the Ministry of Finance, in the case of a Head of Department travelling on duty) may authorise the payment of an advance to officers proceeding on duty out of Anguilla towards the cost of travelling or hotel expenses etc, which are expected to be incurred. Officers should submit an account of expenditure supported by receipted bills to the Accountant General immediately after their return to Anguilla. In exceptional cases an honour certificate may be accepted by the Accountant General.

(Note: Where an honour certificate is admissible in lieu of a receipted bill, it should be submitted in the following form):

“I hereby certify on my honour that the following expenses were incurred by me in the interest of the public service whilst travelling on duty.”

(give details)

Signature .....

Position .....

Department.....

Date.....

## APPENDIX III

### TRANSPORT ALLOWANCE

1. Officers whose duties require the regular use of transport and who use a vehicle for this purpose will be eligible for transport allowance at the rates effective at the time:
  - (a) **Category A** - where the officer travels on average approximately two hundred miles (200) per month.
  - (b) **Category B** - where the officer travels on average approximately one hundred and fifty miles (150) per month.
  - (c) **Category C** - where the officer travels on average approximately one hundred miles (100) per month.
  - (d) **Category D** - where the officer travels on average approximately fifty miles per month:
  - (e) **Category E** - where the officer travels approximately less than fifty miles per month.
2. Officers not in receipt of transport allowance, and who do not have the use of a vehicle must arrange, through their Heads of Department for transport where this is essential for the performance of their duties and official transport is not available.
3. Where appropriate, travel allowance will be paid on a pro rata basis but shall not in any event be less than one-fifth (1/5) of the allowance for which the substantive holder of the office is eligible.
4. Officers not in receipt of a regular transport allowance who use their own motor car on occasional duty journeys with the permission of their Head of Department, will be eligible for mileage allowance at the rate of 75 cents a mile.
5. In order for officers, entitled to travel allowance, to claim such an allowance they must ensure that their vehicle is available, at all times to enable them to actually carry out their official travel duty. The Government will **NOT** pay travel allowance to more than one officer for using the same vehicle.
6. Officers entitled to a travel allowance, but whose vehicle is temporarily unavailable, will be paid a travel allowance once the Head of Department can justify that the travel duty was carried out by the officer.

## APPENDIX IV

### TABLE OF ANNUAL LEAVE ALLOWANCES BY GRADE

<b>GRADE</b>	<b>20 DAYS</b>	<b>25 DAYS</b>	<b>COMMENTS</b>
<b>A to D</b>	On appointment	After 5 years' service	Maximum of 10 days can be carried forward to, or anticipated from, the next year
<b>E to H</b>	On appointment	After 10 years' service	Maximum of 10 days can be carried forward to, or anticipated from, the next year
<b>J to M</b>	On appointment	After 15 years' service	Maximum of 10 days can be carried forward to, or anticipated from, the next year