

File No.: E 4/1/44

Circular Memorandum No. 84

FROM: Permanent Secretary

TO: Principals I, II, III and IV

DATED: 5th May 1993

SUBJECT: Time-off to Collect Salaries

1. This Circular sets out the conditions for the utilization of time-off to collect salaries in keeping with an **Agreement** between the Ministry of Education **and** the Trinidad and Tobago Unified Teachers' Association (T&TUTA).
2. Teachers shall be granted time-off to collect their salaries subject to the following conditions:-
 - i. **In normal circumstances** up to two (2) hours shall be allowed.
 - ii. **In special circumstances** additional time-off may be granted at the discretion of the Principal.
 - iii. Teachers must give the Principal at least twenty-four hours notice of the time they intend to go for their salary.
 - iv. The time-off shall be so organised that the functioning of the school will not be seriously disrupted.
 - v. Time-off will be approved on the official pay day and the succeeding four (4) working days. No Teacher will be allowed time-off for salaries other than during this period.
3. Principals are advised to draw up (where possible) a roster to facilitate the smooth implementation of this provision.
4. Please bring this Circular to the attention of all members of staff.

Cloyd Crosby
Director of Schools Supervision
for Permanent Secretary
Ministry of Education