**Guardsman Group**:

Services:

* Security: Armed and unarmed guarding, cash-in-transit, electronic security systems, K9 patrols, and more.
* Technology: Cloud security, data protection, network monitoring, biometric access control, and IT consulting.
* Investigation & Risk Management: Fraud investigation, due diligence, risk assessments, and emergency response planning.

Clients:

* Financial Institutions: Guardsman Group provides security services to several financial institutions, including banks, credit unions, and investment firms.
* Commercial Businesses: Guardsman Group provides security services to a variety of commercial businesses, including retail stores, office buildings, and hotels.
* Government Agencies: Guardsman Group provides security services to several government agencies, including schools, hospitals, and public transportation facilities.

Impact:

* Protecting people and assets: Guardsman Group plays a vital role in ensuring the safety and security of individuals, businesses, and communities across the Caribbean.
* Driving innovation: They're at the forefront of security technology, implementing cutting-edge solutions to address evolving threats.
* Supporting local economies: With a strong regional presence, they create jobs and contribute to the economic development of Caribbean nations.

Contact US:

* Headquarters in Kingston, Jamaica, with offices across the region, including Antigua, Barbados, Guyana, and Trinidad & Tobago.
* Serve a diverse clientele, from multinational corporations to small businesses and government agencies.
* Telephone: 0800 046 7886
* Email: [info@guardsmansecuritygroup.com](mailto:info@guardsmansecuritygroup.com)

**Leave Policies**:

**Vacation Leave**

* 1. Eligibility and Accrual: All regular full-time employees are eligible for Vacation Leave. Employees will earn 1.25 days of Vacation Leave per month of service, accruing to 15 days per year.
  2. Application: Leave applications must be submitted through the Employee Self Service portal at least one day before the intended leave date. Approval from the immediate supervisor is required.
  3. Unused Leave: Unused Vacation Leave can be carried over to the next year. However, the total accumulated leave should not exceed 30 days. Any excess leave will be forfeited.
  4. Encashment: Unused Vacation Leave can be enchased at the end of the year at the basic salary rate. Encashment rate is basic salary divided by 30 days multiplied by unused leaves to be enchased.
  5. During Probation: Employees on probation are not eligible for Vacation Leave.

**Sick Leave**

1. Eligibility and Accrual: All regular full-time employees are eligible for Sick Leave. Employees will earn 1. 25 days of Sick Leave per month of service, accruing to 15 days per year.
2. Application: Leave applications must be submitted through the Employee Self Service portal. If the leave is planned (e.g., for a medical procedure), the application should be submitted at least one day before t he intended leave date. For unplanned sick leave, the application should be submitted as soon as possible. Approval from the immediate supervisor is required.
3. Documentation: For sick leave of more than two consecutive days, a medical certificate must be submitted.
4. Unused Leave: Unused Sick Leave can be carried over to the next year. However, the total accumulated leave should not exceed 30 days. Any excess leave will be forfeited.
5. Encashment: Unused Sick Leave cannot be enchased.
6. During Probation: Employees on probation are eligible for Sick Leave, but at a reduced rate of 0.625 days per month, accruing to 7.5 days per year.

**Service Incentive Leave**

1. Eligibility and Accrual: All regular full-time employees who have rendered at least one year of service are eligible for Service Incentive Leave. Employees will earn 5 days of Service Incentive Leave per year.
2. Application: Leave applications must be submitted through the Employee Self Service portal at least one day before the intended leave date. Approval from the immediate supervisor is required.
3. Unused Leave: Unused Service Incentive Leave cannot be carried over to the next year and will be forfeited.
4. Encashment: Unused Service Incentive Leave can be enchased at the end of the year at the basic salary rate. Encashment rate is basic salary divided by 30 days multiplied by unused leaves to be enchased.
5. During Probation: Employees on probation are not eligible for Service Incentive Leave.

**Paternity Leave**

1. Eligibility and Accrual: All regular full-time male employees are eligible for Paternity Leave. Employees are entitled to 7 days of Paternity Leave for each childbirth, up to four instances.
2. Application: Leave applications must be submitted through the Employee Self Service portal as soon as possible, ideally at least one week before the expected date of childbirth. Approval from the immediate supervisor is required.
3. Unused Leave: Unused Paternity Leave cannot be carried over to the next year and will be forfeited.
4. Encashment: Unused Paternity Leave cannot be enchased.
5. During Probation: Employees on probation are eligible for Paternity Leave.

**Pay Roll Details**:

Our payroll system ensures timely and accurate processing of employee salaries. For specific details, please contact the HR department.