



# GOVERNMENT OF THE VIRGIN ISLANDS

## MINISTRY OF FINANCE AND HUMAN RESOURCES CIRCULAR NO. 02 OF 2017

**FROM:** Director of Human Resources

**TO:** Permanent Secretaries  
Constitutionally Established Heads

Heads of Department  
All Public Officers

**PC:** Governor  
Deputy Governor  
Human Resources Managers

**DATE:** 5<sup>th</sup> October, 2017

**Re:** **Management of Timesheets for Payroll and Leave Management**

This circular provides an overview of the management of the newly introduced timesheets for the payment of salary and management of leave.

By now you would have received notice about the requirement for timesheets to be completed by each public officer for time worked. The implementation of the timesheet system allows for greater accountability by Heads of Department and officers in managing work output during the restoration of Government's core services.

### **Use of Timesheets**

#### For Public Officers

All officers are required to give an account of their work activities by completing the Record of Work Assignments. Officers will be paid for hours worked; full time officers will not exceed 40 hours weekly.

Officers are to:

1. Daily record their work assignment(s) and hours worked. In addition, the relevant supervisor/reporting officer at that work site should sign off to confirm work completed.
2. Weekly provide timesheet to your prospective Head of Department to confirm the work completed for payment.

The Record of Work Assignments sheet is available on the Government website: [bvi.gov.vg/services/employee-timesheets](http://bvi.gov.vg/services/employee-timesheets) or at the front desk of the Ministry of Natural Resources and Labour.

#### For Heads of Department

Each Head of Department will be required to complete the *Ministry/Department Record of Work Assignments* using the timesheets provided by officers. In instances where departments have fully resumed their services and staff is stationed in one location, a central log may be kept and the *Ministry/Department Record of Work Assignments* is to be submitted based on the log. This document may be located on the Government website or at the front office of the Ministry of Natural Resources and Labour.

Heads will be expected to report on all staff, indicating where they are assigned and total hours worked for the period. All authorised leave (*annual, sick, study, etc.*) and unexcused absences must also be reported. Timesheets should list each member of staff and his/her work status utilising the categories provided on the *Ministry/Department* report. It is recommended that Heads refer to their nominal roles to ensure an accurate account of every officer. The sheet **must** be signed by the Head of Department or the Deputy.

### **Cessation of Overtime**

**In an effort to control costs and to maintain the personal emoluments, there will be a moratorium on overtime with immediate effect until further notice.**

### **Utilisation & Management of Leave**

The leave policy has mostly remained unchanged. All requests for leave (with or without pay) should be made and approved through the Head of Department using the standard Leave Application. Leave Applications are available at this link: [www.bvi.gov.vg/services/leave-application](http://www.bvi.gov.vg/services/leave-application) or at the front desk of the Ministry of Natural Resources and Labour.

*As a reminder:*

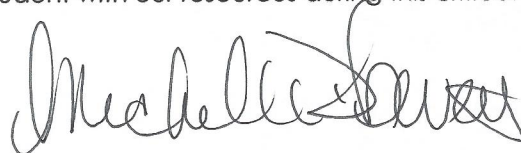
- *Annual Leave:* Officers will be able to utilise any remaining allocated annual leave for the 2017 work year. Remaining leave should be verified and approved with the Head of Department and should be accurately recorded.
- *Sick Leave:* As is customary, a medical certificate should accompany the leave form for a period exceeding two consecutive days.
- *Leave without pay:* Leave outside of the annual allotment for the year should be requested without pay through the Head of Department to the Director of Human Resources.
- Unexcused absences should also be recorded and efforts made to contact the officer to ascertain their employment status. This should be reported in writing to the Director of Human Resources. In accordance with the Service Commissions Act, 2014 section 22, Officers who are unexcused for ten (10) consecutive days will be deemed to have resigned.

Public officers are encouraged to regularly communicate with their Heads of Department and to remain abreast concerning matters of the Public Service.

We anticipate every officer's compliance with the timesheet system and leave policy as we continue to institute good governance practices and to be prudent with our resources during this critical time.



Glenroy Forbes  
Financial Secretary



Michelle Donovan Stevens  
Director of Human Resources