

## GENERAL ORDERS (AMENDMENT) ORDER, 2014

Pursuant to Section 1.7 of General Orders, 2010, and upon the directions of the Governor, the General Orders, 2010 are hereby amended as follows:

1. by inserting after General Order 2.43 the following as General Order 2.43A -

### "HEALTH AND SAFETY IN THE WORKPLACE

- 2.43A Officers have the right to confidentiality, privacy and employment as long as they are able to perform their job satisfactorily and medical evidence indicates that their continued employment does not present a threat to themselves or the service.

The Government of Anguilla Policy on HIV/AIDS and other Life-threatening Illnesses in the Workplace is applicable to public officers."

2. by deleting General Order 4.3 and substituting the following-

- "4.3 When a disciplinary matter arises, the Supervisor of the officer concerned should first establish the facts before recollections fade, taking into account and recording the statements of any available witnesses and noting and collecting any documentary evidence.

If the Supervisor of the officer were involved, in any way, in the circumstances of the case, the matter will be addressed by the next level Supervisor/Manager/Head of Department/Permanent Secretary and this General Order should be read accordingly."

3. by deleting General Order 7.14 and substituting the following-

- "7.14 Sick leave to be spent outside Anguilla will not normally be granted. Where, however, an officer is certified by a Medical Board, Government Medical Officer or an approved and registered medical practitioner as being incapacitated by bodily or mental infirmity, or following serious illness, or where it is recommended that an officer should seek medical or surgical treatment not available in Anguilla, and if the Medical Board, Government Medical Officer or the registered medical practitioner so recommends, the officer may be given permission to leave Anguilla. Applications for permission to travel overseas to seek medical attention, along with supporting medical documentation and sick leave certificate, must be submitted to the Permanent Secretary, Public Administration via the Head of Department."

**4. by deleting General Order 7.17 and substituting the following-**

"7.17 An officer who is required or nominated by the Government of Anguilla to attend a course of instruction or training or to serve in an attachment outside Anguilla, for a total of twelve months or more, which is of direct relevance either to present or future appointments and will increase efficiency, whether a Government scholarship is awarded or not, will be granted leave for the duration of the course of instruction or training or period of attachment.

The following conditions will apply:-

- (i) Officers who have served in the Anguilla Public Service for less than three years, at the time of being granted a scholarship, will **NOT** receive their salaries;
- (ii) Officers who have served in the Anguilla Public Service for three to ten years, at the time of being granted a scholarship, will receive 40% of their salaries;
- (iii) Officers who have served in the Anguilla Public Service for more than ten years, at the time of being granted a scholarship, will receive 60% of their salaries;
- (iv) Officers will NOT receive any allowances which would normally be paid to them;
- (v) Officers will NOT earn vacation leave during the course of instruction or training or period of attachment.

Officers who have been granted a scholarship must avail themselves of such, within a year of notification, and shall commence studies at the closest available date after said notification."

**5. by deleting General Order 7.19 and substituting the following -**

"7.19 Where a course of study or a training course lasts for one or two academic years, the grant of study leave will be subject to the execution of a bond by the officer. Eligible sureties will sign on the officer's behalf to indicate that he/she undertakes to remain in Government service for a period not less than three years after the expiration of the course, or in default to pay to the Government the total amount for passages, tuition, miscellaneous fees and salaries as may be provided in the bond and which were expended during the period of study.

In cases where a course of study or training lasts for any period over two years, the execution of the bond under similar circumstances shall be for a period of five years.”.

6. by deleting General Order 7.21 and substituting the following -

“DISTANCE/FURTHER LEARNING

7.21 An officer who undertakes a course of study, by distance, online, or at a local institution, which involves an assessment, evaluation or an examination by a recognized body (excluding CSEC at CXC), may be granted study leave for a period not exceeding fifteen days in any one year prior to the examination. Such study leave, however, will only be granted in exceptional cases where the course of study and the passing of the examination are regarded by Public Administration, the Permanent Secretary and the Head of Department as being in the interest of the Service. Applications with details of particulars of the assessments or examinations must be submitted, in writing, to Permanent Secretary, Public Administration via the Head of Department and the Permanent Secretary.

An officer who undertakes an approved course of study, by a recognized body, whether by distance, online or at a local institution which involves an internship may be eligible for leave not exceeding ten working days per annum. Any additional leave must be taken from the officer’s annual vacation leave.”.

The above amendments are made by H.E. The Governor on this <sup>7<sup>th</sup></sup>..... day of May, 2014 and take effect as of the <sup>14<sup>th</sup></sup>..... day of May, 2014.



**Christina Scott**  
**GOVERNOR OF ANGUILLA**