

An employee is also entitled to uncertified leave for not more than five occasions during a one year period.

SUPPLEMENTARY FAMILY LEAVE

An employee is entitled to leave for family responsibilities to include but not limited to sickness or death of spouse, sickness or death of close relative or dependent person. The consent and the duration of such leave must be agreed upon between the employer and the employee.

VISION STATEMENT

To be a leading and recognized Public Sector Organization with highly motivated staff maintaining high professional and technical standards of service for all stakeholders.

MISSION STATEMENT

To provide efficient and effective Labour Administration practices for sustained socio-economic development.

MINISTRY OF LABOUR

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Copies of the Labour Code are available at:
Government Printery
Botanical Gardens
St. George's

Government Printery



WORKERS & EMPLOYERS' GUIDE

Leave Entitlement





Leave Entitlements

QUESTION:- Does the Labour Code provide for Leave other than maternity leave?

ANSWER:- Yes!

In addition to maternity leave, employees are entitled to:-

1. Annual Vacation Leave.
2. Sick Leave.
3. Supplementary Family Leave.

ANNUAL VACATION LEAVE

The Employment Act # 14 of 1999 makes provision for Annual Vacation Leave with pay for every Agricultural Worker, Catering Assistant, Clerical Assistant, Construction Worker, Domestic Worker, Industrial Worker, Security Guard and Shop Assistant of not less than the following:-

- Two weeks for the first year of employment.
- Three weeks thereafter.

Special Provisions For Daily Paid Workers

- A worker employed on a daily or hourly basis is entitled to paid vacation leave of not less than one working day for every period of fifteen days or one hundred and twenty hours as the case may be.
- Where a worker is employed on a half day basis, a half day shall be counted as one working day in the computation of periods of employment for vacation leave.

GENERAL PROVISIONS FOR ALL WORKERS

- o The effective date for annual vacation leave shall be determined by the employer after consultation with the employee, but as far as it is practicable no longer than (6) six months after

the end of the year of which the entitlement is due.

- o Absentees due to sick leave, maternity leave or a period of notice, pursuant to the provisions in the Employment Act shall not be counted in annual vacation leave.
- o Vacation period shall be extended by one working day with full pay for each Public Holiday which falls within the period of leave provided that such Public Holiday falls on a normal working day.
- o Payment for vacation leave, as far as it is practicable, shall be paid no later than the employee's last working day before the commencement of such leave or by agreement.
- o Upon termination of an employee's employment, the employer is liable to pay for any leave accrued before the date of termination of employment.

NO WORK DURING VACATION LEAVE

The Employment Act prohibits the employer to require an employee to perform any work as an employee during vacation leave except by mutual agreement.

SICK LEAVE ENTITLEMENT

An employee who has completed not less than twelve months continuous service is entitled to two months paid sick leave on the production of a Medical Certificate from a Registered Medical Practitioner, stating the nature and expected duration of the employees incapacity. The Act provide for an employee to be paid at the normal rate of wages less any amount to which the employee is entitled as a benefit by virtue of the National Insurance Act.

