



**MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT
ON-THE-JOB TRAINING PROGRAMME**

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LEAVE ENTITLEMENT AND GENERAL GUIDELINES

Discretionary Leave

Trainees shall be entitled to seven (7) days discretionary leave per anniversary year, of which two (2) days consecutively can be availed of at any given point in time with pay. Discretionary leave shall encompass leave for casual and emergency purposes. Ideally discretionary/ sick days are prorated and trainees can avail of one (1) day leave (discretionary/ sick) per month with pay which equates to twelve (12) days leave per anniversary year (sick – 5/discretionary – 7).

Leave in excess of five (5) consecutive days shall be dealt with as **“Extended Leave of Absence.”**

Extended Leave of Absence must be submitted in writing at least two (2) weeks in advance, with the Leave of Absence form, to the Training Provider for recommendation and onward submission to the PME Officer, for further discussions/approval by the Regional Coordinator on a case by case basis. If for some reason, the Training Provider is unable to facilitate resumption of training for the said trainee, it is their responsibility to indicate same at this point providing reasons to the OJT Management and Administration. Such leave once approved will be granted on a “No Pay basis” and the trainee will be entitled to an extension of the time availed of.

Sick Leave

Trainees shall be entitled to five (5) days sick leave per anniversary year, of which two (2) days consecutively can be availed of at any given point in time with pay. If a Trainee is off work due to illness for more than two days, a medical certificate, duly stamped and signed by the medical practitioner must be submitted to the OJT Unit together with his/her timesheets. Where a medical certificate is obtained, it is the responsibility of the trainee to contact their training provider to advise of same and the expected duration of the sick leave. Where a medical certificate is not provided upon resumption of duty, this leave will be regarded as “no pay leave” and the relative deductions would be made.



Sick leave in excess of five (5) consecutive days would be considered extended leave of absence. A sick leave certificate must be presented to the Training Provider for onward submission to the respective PME Officer for approval and extension based on documentation provided. Sick leave for four (4) days or more can be claimed under the NIB Sickness Benefit Claim (NI15/NI15A). The trainee must provide documented evidence of a Certificate of Fitness from his/her medical practitioner, to the PME Officer prior to resumption of duties.

Bereavement Leave

Trainees shall be entitled to three (3) days bereavement leave for the death of an immediate family member. The Trainee must apply for this leave using the Leave of Absence Form supported by a copy of the death certificate. An immediate family member shall be as follows:

- Parent
- Spouse
- Child
- Sibling

Exam Leave

Trainees shall be entitled to a maximum of three (3) days for exams per anniversary year. This entitlement shall be granted regardless of the time of day for the examination.

Maternity Leave

Trainees are not paid while on maternity leave, however, trainees are granted an extension of time to coincide with the maternity leave period i.e. fourteen (14) weeks in an effort to afford trainees their full time on the Programme; the National Insurance Maternity Benefit shall apply.

The Trainee must submit the NI 12 form at least eight (8) weeks prior to stated expected delivery date to the attention of the assigned PME Officer, who shall then be responsible for onward submission to the Accounting Unit for completion of Section C of the NI 12 form which will include the maternity leave period to be availed of.

For Trainees in the private sector, the submission of the NI 12 form must be to the Training Provider for completion of Section C and the maternity leave period to be availed of.

The NI 12 form shall be returned to the Trainee, who must complete the OJT Leave of Absence form requesting maternity leave for the period stated, for onward submission to the Training Provider for relative sign off. This shall then be submitted to the respective PME Officer, who must prepare a letter to the Trainee, with a copy to the Training Provider approving such leave and the procedure for resumption.

Upon resumption, the Trainee is required to visit the OJT Office and meet with their respective PME Officer to provide a "Fit to Work" letter/certificate. The PME Officer will then arrange the relevant documentation which will be reflective of the extension of time granted to the trainee in lieu of payment during the fourteen (14) week maternity leave period.

The Trainee shall then report to the Training Provider with the relative documents and ensure that the Resumption of Duty Letter is completed and submitted to the respective PME Officer (public and private) to recommence payment.

This must be supported by documentary evidence from the educational/tertiary institute, stamped, signed and submitted to the Training Provider to review and recommend, for onward submission to the respective PME Officer.

This documentary evidence must state the following (as a minimum):

- Full name, address and contact of institution
- Current Registration status
- Courses being pursued
- Period/Time of Exam

Abandonment

It is recognized that Trainees who have not communicated to their Training Provider and/or the OJT Programme for three (3) consecutive working days shall be deemed as having abandoned their training and by extension the Programme.

Transfers

Trainees requesting transfers must do so in writing indicating the reason for the transfer. It must be forwarded to their immediate Supervisor/HR Liaison Officer at the Organization for recommendation and stamped and signed off by the Supervisor/HR Liaison Officer.

The letter is then brought in to the PME Officer for assessment and approval.

Resignations

A minimum of seven (7) working day's notice should be provided for those who wish to resign in order to avoid any overpayment and to offer enough notice to your training provider.

Kindly use the Resignation form provided in the training package to your training provider or you can access the form via the website: www.ntatt.org.

STIPEND PAYMENTS

Payment for Public Holidays, Weekends and Carnival Monday and Tuesday: Trainee stipends are paid on a monthly basis and are inclusive of Public holidays, weekends and Carnival Monday and Tuesday. To qualify for stipend payment during these periods the trainee MUST be present the day immediately before and after.

Payment for Private Placements: The Private Training Provider is obligated to pay the Trainee the respective full stipend at the end of each month less statutory deductions. Upon payment of stipend, the Reimbursement Claim shall be filed and honoured by the OJT Programme.

TIME AND ATTENDANCE

Hours of Training: The normal work week shall comprise forty (40) hours inclusive of one (1) hour for a meal period, Monday to Friday. The approved period for training shall be between 7am – 6pm which are guided by the operations of the Training Provider. Requests to train outside of this period must be forwarded in writing through the respective Placement Assistant/PME Officer, to the Senior Coordinator, Operations and Placements for approval.

Flex Time: It is noted that Trainees may request flex time. Each request/case shall be considered on an individual basis subject to proper supervision being in place. The request must be submitted in writing by the Trainee outlining the reason for the request to the Training Provider for recommendation as evidenced by relative stamp and signature. The Training Provider must then forward to the assigned PME Officer for approval in writing.

Time off: This is at the discretion of the immediate supervisor and must not be a regular occurrence. Additionally, inform your Supervisor if you need to leave work early sufficiently in advance so that appropriate arrangements can be made.

Overtime: The OJT Programme does not encourage overtime. Where it is deemed necessary for overtime training to be performed and the Training Provider does not have an overtime policy, then compensatory time off shall be granted in lieu of payment. All requests for overtime must be mutually agreed upon by the trainee and Training Provider and noted accordingly in the trainee's timesheet and the OJT Attendance register.

Late Arrival: Call and let your Supervisor or designate in absence of your Supervisor know before the start of the working day, e.g. 8:00am

Absence: In the event of an emergency, please inform your Supervisor if you will not be attending work (discretionary/sick day) by a reasonable time e.g. 8.30 a.m. latest and complete the OJT Leave of Absence form immediately upon resumption, and have your Supervisor recommend and submit with the relevant months' time sheet to the OJT office.

Procedure for Time Sheets:

1. Stipends will be paid for the exact period for which trainees have been employed therefore, all absences such as sick leave, abandonment, termination etc. must be noted.
2. Timesheets should always be in agreement with the attendance register. It shall be the responsibility of the trainee to sign daily the OJT Trainees' Attendance Register at his/her place of training.
3. Stipends will be paid only upon receipt of a completed timesheet, stamped and signed off by the trainee and their immediate Supervisor/HR Personnel of the Provider/Organization.
4. All timesheets must reach the OJT Regional or Sub Regional Office or by the 3rd working day of the following month. Failure to submit your timesheet by the deadline date, will result in a delay in payment.

5. Time sheets are to be completed in its entirety which includes time in and time out in a timely manner. Ticks and dashes are not allowed and can result in the trainee being deducted for the days where that is done. It must be noted that if a Trainee does not sign out on the OJT Attendance Register (this data being transcribed to the respective Timesheet/s), that s/he shall only be entitled to receive half of the daily stipend rate.

PERFORMANCE APPRAISALS

Ideally, every quarter either an assessment or performance appraisal must be conducted. This must be a joint exercise between trainees and their supervisors. The completed forms must be forwarded to the PME Officer at the OJT office.