

Overtime Wages

A worker in the office of professionals shall be paid overtime wages by his employer as follows:

- (a) in respect of working on a public holiday, twice the hourly equivalent of the normal wages payable to the worker.
- (b) in respect of working for a period in excess of eight hours in any day which is not a public holiday, one and a half the hourly equivalent of normal wages payable to the worker during the week in which he is so employed.

Vacation Leave

A worker in the office of professionals shall be entitled to vacation with pay as follows:-

Period of Work	Vacation
1 year to 2 years	14 working days
3 years to 5 years	18 working days
6 years and over	21 working days

Maternity Leave

A worker in the office of professionals who has one year continuous service with an employer shall be entitled to maternity leave for the aggregate period of ten weeks confinement during which time the employer shall pay not less than thirty-five percent of wages to the worker in the office of professionals .

Paternity Leave

A worker in the office of professionals who has completed at least one year of service shall be granted one week paternity leave to assist his wife or common law partner (only one woman with whom he is cohabiting for three years) with the acute phase of the post-partum period

Compassionate Leave

On the **death of a husband, wife, common-law partner, mother, father, or child** a worker in the office of professionals should be granted **three days** compassionate leave to facilitate funeral arrangements in Saint Vincent and the Grenadines. To facilitate funerals that are conducted overseas, a maximum of five days shall be granted. Vacation leave shall be given in the event that the employee requests additional days.

Department of Labour



*Ministry of Agriculture, Forestry, Fisheries,
Rural Transformation, Industry and Labour*

St. Vincent and the Grenadines



Workers in Offices of Professionals

Our Location:

*The ground floor of Marion House Building, Murray's
Road, Richmond Hill, Kingstown, St. Vincent and the
Grenadines.*

Contact:

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**Opening Hours: Monday to Friday: 8.00a.m. to
4:15p.m.**



“WORKER IN OFFICES OF PROFESSIONALS”

any person employed in the offices of doctors, lawyers, accountants, architects, contractors, engineers, tax consultants, data entry firms, shipping agencies, customs brokers, insurance companies, print and electronic media companies, real estate agencies, secretarial services or any other worker employed in any professional undertaking, but does not include workers in financial institutions such as banks, credit unions and insurance companies

Hours of Work

The hours of work of a worker in the office of professionals shall be as follows:

- (1) The hours of work of a worker in offices of professionals shall be eight hours per day inclusive of one hour for lunch.
- (2) The hours of work of a worker in offices of professionals shall be forty-four hours per week.

Minimum Wages

Workers in Offices of Professionals	Rate
Cleaner (full-time).....	\$50.00 per day
Cleaner (part-time).....	\$7.00 per hour
Clerk	1250.00 per month
Driver	\$60.00 per day
Search clerk.....	..\$1368.00 per month
Office clerk	\$1250.00 per month
Accounts clerk	\$1368.00 per month
Receptionist/typist.....	\$1250.00 per month
Office attendant.....	\$1200.00 per month
Secretary.....1368.00 per month
Camera man.....	...\$1400.00 per month
Videographer.....1560.00 per month
Reporter (full-time)\$1800.00 per month
Watchman.....\$57.60 per day

Sick Leave

A worker in the office of professionals shall be entitled to sick leave with pay as follows:

Period of work	Sick Leave
6 months	7 calendar days
1 year to 5 years	14 calendar days
6 years and over	21 calendar days

Please note that this brochure does not capture all the information provided in the Wages and Regulations Order for Workers in Offices of Professionals .

For further information please visit the Department of Labour's office or contact us at the numbers listed in this brochure.