

Public Service (Annual Leave) Instructions 2010

IN EXERCISE of the powers granted to it by section 23 of the Public Service Act 2002, the Public Service Commission issues the following Instructions:

Part I: Preliminary

1. Short Title and Commencement

- (i) These Instructions may be cited as the Public Service (Annual Leave) Instructions 2010,
- (ii) These Instructions shall come into force on a date to be declared by the Public Service Commission

2. Objective

The objective of this instruction is to:

- (a) Provide guidance to the public service for managing and calculating annual leave in accordance with the Public Service Commission Policy Manual 2006, and relevant Cabinet decisions regarding annual leave in the public service.

Part II: Leave Management

1. The Head of Department has the discretion to:

- a) Approve for an employee to take annual leave after working for the 12 months calendar year or in advance;
- b) Approve for the old leave approval to cease at the end of December 2009 and the new leave policy takes effect from January 2010 or to carry forward to 2010;
- c) HOD must ensure that all employees utilize their full year's annual leave by end December annually.

Part II: Leave Entitlement and Calculation

1. As of 4 January 2010, an employee shall be entitled to:
 - a. Twenty (20) working days annual leave which is not accrued from year to year;
 - b. One (1) annual leave day for every 12 working days worked;
 - c. Employees appointed during the year will receive the pro rata leave entitlement from the month they assumed duty until end of December;
 - d. Employees who exit the service before completion of 12 months shall be deducted the pro rata leave entitlement for the months not yet worked

Made in Nuku'alofa on this day of April 2010.

Ms. Mishka Tu'ifua
Chairperson of the Public Service Commission