



**OFFICE OF THE PRESIDENT
Department of Public Administration**

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TO:

**Secretaries of State
Attorney General
Secretary General
Commissioner of Police
Chairman Constitutional
Appointments Authority
Ombudsman**

**Chairman Electoral Commission
Chairman, Public Service Appeal Board
Chief Secretary Public Service
Principal Secretaries
Clerk of the National Assembly
Master / Registrar, Supreme Court
Chief Executive Officers**

POLICY GUIDELINES ON PUBLIC SECTOR LONG SERVICE ALLOWANCE

Government has approved the introduction of a **Public Sector Long Service Allowance** for employees on salary band 1 to salary band 5 and other employees who are not serving on the Public Sector Commission contract or Agency fixed-term contract, to be effective from **1 July 2019**. This is in line with the announcement made in the **2019** budget address and forms part of the Government's on-going reward management and retention strategy.

Employee remuneration is a very important issue. The public service needs to be able attract and retain talented and experienced workers at all levels and consequently achieve better service delivery.

The guidelines provide a framework to assist in the administration of payment of the long service allowance. The policy framework covers the service period corresponding to the sum to be paid at each five yearly intervals and human resource considerations that are likely to affect employees' eligibility for payment during the course of their employment.

It also sets the criteria and conditions for payment and provides clarity on how payment will be applied or not applied or carried forward in different types of situations.

Emphasis is also being placed on service in active and productive employment in view that Government is investing a substantial sum to pay out the allowance which will not only be part of the monthly emolument but will also be counted as part of gratuity payment in specific cases and compensation payment, providing longer term benefits to recipients.

The Long Service Allowance will apply to Ministries/Departments, budget dependent agencies and other organs of State subject to the conditions laid down in the policy framework. However it will not be binding on State Owned Enterprises that operate on a commercial basis.

In view of the large number of staff who will be eligible for payment, a special template for batch upload has been provided on which information should be uploaded and forwarded to the Treasury by 24 June 2019. The same template can be used each time there is long service allowance payment to be made instead of using the normal payroll amendment form. The allowance is to be paid under **code 45**.

The policy guidelines should be widely disseminated to all staff through internal communication media/channels for their awareness. Heads of organizations and human resource officers are requested to make themselves available to answer queries from staff. Queries may also be addressed to the Department of Public Administration by telephone or email on the address inserted below.



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