



OFFICE OF THE PRESIDENT
Department of Public Administration

CIRCULAR No.14 of 2019

26 December, 2019

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
(SECOND REVISED VERSION)**

The policy on payment of the Long Service Allowance will be revised with effect from **01 January, 2020** to include mainly the following groups of employees who will be eligible for the allowance:

- (a) Employees who are serving on the Public Sector Commission contract and Agency fixed-term contract;
- (b) Employees who have served for 45 to 50 years' extending the payment limit to SR5000 per month.

Other minor amendments have also been made to the text to provide clarity where required.

The revised policy guidelines which take effect from **1 January 2020** is attached for implementation.

Your attention is drawn to the following paragraphs where amendments have been made:

- I. Paragraph 1.3 and the allowance table;
- II. Paragraph 3 sub-paragraph 3.1.3 where provision has been added for employees serving of the Public Sector Commission contract and Agency fixed-term contract to receive the allowance;
- III. Paragraph 5 sub-paragraph 5.1 b) has been added to provide clarification that there is no continuity of service from a State-Owned Enterprise to a Ministry/Department or budget dependent Agency or upon appointment to another State-Owned Enterprise;
- IV. Paragraph 7 sub-paragraph 7.2 which emphasises that the Long Service Allowance is not to be included when calculating annual gratuity and end of contract payments in respect of employees serving on fixed-term contract;
- V. Paragraph 9.0 sub-paragraph 9.2 encouraging Public Enterprises (SOEs) to adopt the policy in their respective organization.

Public sector organizations (budget dependent) must submit the details of their employees who are newly eligible for the Long Service Allowance on the batch upload format to the Treasury not later than **30 December, 2019**.


Jessie Esparon (Ms)
CHIEF SECRETARY
PUBLIC SERVICE