



**TALA MAI LE OFISA O LE KOMISI O GALUEGA IULAI 2009  
MO ALAOA TAU TAGATA FAIGALUEGA A LE MALO**

**Tausiaina & Teuina o Pepa o Faamaumaga mo Aso Malolo a Tagata Faigaluega a le Malo:**

Leave record Name <b>Simi</b> Surname <b>Tui</b>		Date of Initial		SICK LEAVE ENTITLEMENT Due from to amount Due from to amount		<b>Ata faataitai</b>											
Christian Service Number <b>xx0xx0</b> Department <b>PSC</b>		Appointment <b>15 Feb 2007</b>		ANNUAL LEAVE ENTITLEMENT Due from to amount Due from to amount													
Inclusive dates FROM TO		NUMBER OF DATES						REMARKS									
		SICK		ANNUAL		TIME OFF			WITHOUT PAY		SPECIAL						
		tkn	bal	tkn	bal	tkn	bal	tk	rson	tk	tpe						
Brought forward Balance			5		0							S/L advance					
230207		1	4														
290307		1	3														
160407		1	2														
280507		1	1														
310507		1	0														
150208 150209			5		10												
011208 301109					7,5												
150209 150210			10														
230409										1	P/L						
260409 290409										4	P/L						
011209 301110					10												
Balance Carried Forward			15		10												

O lea ua saunia e le Ofisa se ata faataitai e limataitaiina ma tapasaina ai Vaega o Matagaluega o lo'o feagai ma lea matafaioi. E fautuaina ai Matagaluega ma Ofisa a le Malo, ae faapito aua i Vaega o lo'o feagai ma lea matafaioi taua, ina ia faamaoni ma amania le tausaiaina ma le teuina lelei o nei faamaumaga, aua o faamanuiga nei o loo agavaa uma i ai tagata faigaluega a le Malo.

I le mae'a ai o galuega faatino a le Ofisa i le Mata'ituina ma le Tuliloaina (M&E) o le tausaiaina ma le teuina o Faamaumaga o Aso Malolo a Tagata Faigaluega a le Malo, i totonu o Matagaluega ma Ofisa a le Malo sa matauina ai o lo'o lelei faatinoina pea lea tulaga, sei vagana ai nisi o Matagaluega ma Ofisa laiti o lo'o i ai nai lape laiti e pei o vaega nei:

- Faaogaina o peni felanulanuai
- Faaogaina o twink/osiosi
- Sese le faaogaina o pusa mo le tusiaina o faamaumaga/faamatalaga
- Sese ma fenumia'i le tauaveina o aso Malolo (ma'i) ma aso Malolo (faaletausaga) ma isi

**Aso Malolo mo Tina Failele (Maternity Leave) & Aso Malolo mo Tama o pepe meamea (Paternity Leave)**

**Aso Malolo mo Tina Failele (Maternity Leave):**

O le Tulafono Faatonutonu o Galuega a le Malo 2008 Vaega 3 Fuaiupu 10 o lo'o faatulafonoina ai lea tulaga ma o lo'o auiliili ma faamanino atili i totonu o le Taiala / Faiga faavae mo Faatonuga o Galuega a le Malo 2009 (*Working Conditions and Entitlements Manual 2009*), Determination 13D. Talu ai ona o vaega nei o lo'o fesili mai ai pea Matagaluega:

- Pe mafai ona ave auaua'i po'o le ave motumotu (discretely), aso malolo mo Tina Failele?
- Pe mafai ona tolopo po'o le tauave (carried forward) aso malolo mo Tina Failele?

O le tali e LEAI. I le Faatonuga *Determination 13D, (7.7)* o lo'o manino mai ai "Maternity Leave is to be reckoned in consecutive weeks..." O lona uiga e le mafai ona ave auaua'i, e le mafai foi ona tolopo lona aveina mo se isi taimi.

Peitai o Aso Malolo mo Tama o pepe meamea (Paternity Leave), i le Faatonuga *Determination 13E, (7.2)* o lo'o manino mai ai, "The male employee shall take the 5 days of paternity leave either in consecutive working days or discretely, within the 26 weeks eligible period of confinement of their spouse" O lona uiga e mafai ona ave auaua'i, ae le mafai ona tolopo lona aveina mo se isi taimi i tua atu o le 26 vaiaso.

E avatu le faamalo i Matagaluega ma Ofisa uma mo le faatinoina o lea matafaioi taua, ma o nisi nei o Taiala mo le tausaiaina o Pepa Livi:

- Faaoga le peni lanu tasi
- Aua le faaogaina le twink, aua foi le osiosiina ae vase ma ia faailoa le tagata na faia lea suiga (initial)
- Ia sa'o le vaega e faatumu mo le ituaiga aso malolo (Livi) ua ave. O Time off e tusi i le Vaega mo livi faapitoa (SPECIAL)
- O aso malolo ma'i e tauave pe a atoa tausaga taitasi o le auamaga a'o aso malolo faaletausaga e maua i le aso 1 o Tesema o tausaga uma. Silasila i le ata faataitai mo lona faatinoina.



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### Pepa Talosaga Faatumu mo Avanoa Faigaluega a le Malo (Form 2)

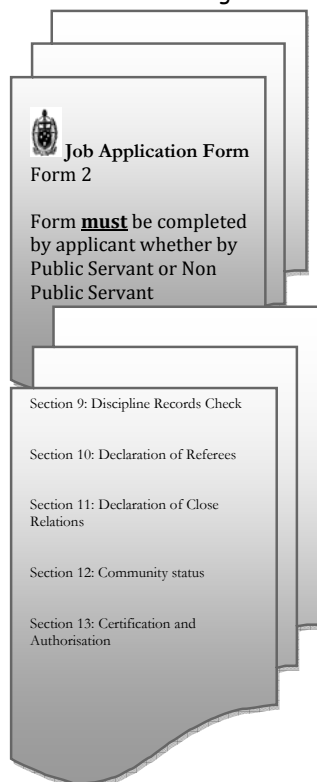
Ua matauina e le Komisi nisi o Pepa Talosaga Faatumu mo avanoa Faigaluega a le Malo (Form 2) o lo'o talosaga mai ai le mamalu o le atunuu, e le'o maea ona faatumuina nisi o Vaega (Sections) taua. E 13 Vaega eseese o lo'o i totonu o nei Pepa Talosaga Faatumu. O nei Vaega e tele lona taua ma lona aoga ma e tatau ona faatumuina ma le faamaoni ma le maea lelei ao lei tuuina atu i Matagaluega ma Ofisa a le Malo e umia nei avanoa faigaluega po'o le tuuina mai foi i le Ofisa nei pe afai o se avanoa faigaluega faakonekarate.

O le mafuaaga taua ma le aoga e tatau ai ona faatumuina ma le faamaoni, maea ma lelei Pepa Talosaga Faatumu, ina ia mafai ai ona faatautaia iloilogia ma suesuega a sui o lo'o fa'atautaia le fa'atalatalanoaina o avanoa (Panel Members) e tusa ai ma taiala ma aiaiga o le faafaigaluegaina o tagata i Galuega a le Malo (*Recruitment & Selection Manual*).

O se tasi nei o Vaega ua matauina e le'o tuuina mai ai faamatalaga ma faamaumauga moni:

- **Vaega 9 (Section 9) Discipline Records Check**, e ao ona e faamaoni i le faatumuina o lea Vaega, afai sa e nofo sala i le falepuipui, nofo vaavaaia, solia nisi o Tulafono Laiti o Amioga Pulea, ma nisi faasalaga, e tatau ona faailoa ma tuuina mai faamatalaga ma fa'amaumauga moni.

O lou le tuuina mai o faamatalaga ma faamaumauga moni, ma le le maea faatumuina o Vaega uma o lo'o i totonu o Pepa Talosaga Faatumu, e ono mafai ai ona faaleaogaina lau talosaga.



### Faatautaia o suesuega i mafua'aga sa faamalolo/faamavae ai se tagata faigaluega.

E faamanatu atu le fa'amalosia ona fa'atino o tiute fai o sui o lo'o fa'atautaia le fa'atalatalanoaina o avanoa (panel members). E tatau ona faia su'esu'ega i mafua'aga sa faamalolo/faamavae ai le o lo'o talosaga mai, i galuega sa faigaluega ai muamua, atoa ai ma se ripoti o le Matagaluega o Leoleo pe i ai ni moliaga ua faamaonia o le tagata ua filifilia (background checks) a'o le'i aumaia e faasalalau. Ia faia leni tulaga aua le tausisia o aiaiga fa'ata'atitia a le Malo mo le fa'afaigaluegaina o tagata uma.

### Faiga Faavae fa'aopo'opo mo le solia o le Tulafono laititi o Amioga Pulea (Code of Conduct)

O le pepa faataamilo 2009/13 i le aso 30 Iuni 2009, sa faailoa atu ai i Matagaluega ma Ofisa uma o le Malo nisi o faiga faavae faaopoopo e pei ona faaulutalaina. O le tulaga fia faamamafaina o le vaega (3) o le Pepa faataamilo. I le gagana faigofie, so'o se tagata faigaluega a le Malo e solia se Tulafono o Soligatulafono (Crimes Ordinance) po'o isi Tulafono, e suesueina e le Matagaluega o Leoleo, e tatau ma e faamalosia Faaululuga o Matagaluega ma Ofisa a le Malo, ona tuuina atu mataupu faapenei i le Matagaluega o Leoleo mo le suesueina ma le faia ai o ni moliaga ma isi taulumaga talafeagai. E pei la o le gaosi, aveesea o mea totino a le Malo e aunoa ma se faatagana, faa'olima, umia o fualaau faasaina, ave taavale matautia, tau faasese ma isi.

### Pepa ma Faamaumauga mo'omia mo le Totogiina o Ponesi mo Tusi Pasi:

Talu ai le tele o talosaga ua taunuu mai, e toe faamanatu atu pea ina ia tuuina uma mai Pepa ma faamaumauga mo'omia e pei ona sa tuuina atu ai le Pepa Faataamilo (CM 2008/09) aso 5 o Iuni 2009.

- Tusi faamaonia mai le Ofisa Sili o Pulega
- Faamaumauga, Pepa/Tusi Pasi mo Faailoga & Transcript (**Originals**)

**Fa'afeso'otai mai le Ofisa mo ni fesili i le telefoni 22123!**