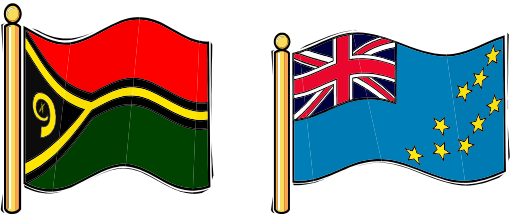


## **LONG SERVICE LEAVE**



Following a large number of requests for payment of Long Service Leave the Commission has "put on hold" all considerations of these requests. A decision has been made to review of the current policy on payment of LSL especially in light of the current global economic recession. Can you please ensure that employees are made aware of the content of CM2009/07.

## **WORK ATTACHMENTS AT THE PSC**



It is always great to meet with representatives from other countries and to share our stories about the public service in Samoa and also to learn from their own unique experiences. Recently the Commission hosted representatives from Vanuatu and Tuvalu for 2 weeks and the lively discussion and debate surrounding a number of matters were both invigoration and enlightening for the participants and for all the staff at the PSC who were involved in the work attachment.

## **SICK LEAVE**

Clarification has been sought recently regarding the application of Determination

13B Sick Leave. The question has been posed concerning whether or not Saturday and Sunday counts towards the 3 days allowable days without a certificate if an employee is sick on a Friday.



The Determination states the employees are entitled to only 3 **consecutive working days** on sick leave without producing a medical certificate as evidence. Periods of 4 days or more, must be accompanied by a medical certificate from a medical practitioner in the form approved by the CEO. By way of explanation leave with pay for any one period of absence from duty allowed under this Determination is to be calculated in consecutive working days and **not** consecutive days. "Working day" means a day in which an employee is usually required by the terms of their employment to be on duty. So when evaluating the need to produce a medical certificate the HRC needs to determine what are the employee's normal working days?

### **AND**

If the normal working days are Monday-Friday then Friday and Monday counts as 2 consecutive working days

### **BUT**

If the normal working days for an employee include a Saturday and/or Sunday then Saturday and Sunday are to be counted as working days. In other words you count those days towards the days that need certification for absence

So this means if an employee who works each day from Monday - Friday and is sick



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on Friday and Monday then no certificate is required. **But** if an employee whose normal working days include Saturday and/or Sunday then Saturday and/or Sunday **do** count towards the 3 days. So if an employee is sick Friday, Saturday, Sunday and Monday they **do** need to produce a medical certificate in order to access paid sick leave.

### RETURNING GRADUATES



The third week of May saw an intensive induction programme hosted by the Office of the Public Service Commission for 45 new recruits currently being employed across 12 different Ministries. These new recruits are all returning graduates whom the PSC are responsible for placement when they successfully complete their academic qualification. The induction programme aims to equip recruits with knowledge regarding basic employee rights, the purpose of the Public Sector reforms and the appropriate manner in which they should conduct their professional activities as Public Servants.

Throughout the three day programme recruits were able to share, discuss and seek clarification on ministerial functions and human resource issues that have presented over their past few months/weeks/days of employment in the Public Service. It also presented them with the opportunity to develop networking skills with their peers working in the Public Service.

In his keynote address, the Chairman of the PSC emphasized the importance of servitude for the greater good of Samoa, a quality which should be fundamental to all public servants. With the Chairman's theme reminding the participants of John F Kennedy's inaugural Presidential address in 1961. *"Ask not what your country can do for you, but what you can do your country."*

### SE'I LUA'I LOU LE 'ULU TAUMAMAO



Time management is one of those skills you have to learn. It really doesn't matter how smart you are if you can't organize information well enough to take it in and get your work done. It doesn't matter how skilled you are if procrastination keeps you from getting your work done. In today's workplace, you can differentiate yourself by your ability to handle information and manage your time. How to meet deadlines at work can be a challenge for all of us especially when there are so many competing demands from a variety of stakeholders. The best proverb we have seen on the subject is in the Rev George Pratt's book entitled "A Grammar and Dictionary of the Samoan Language, with English and Samoan vocabulary"

### "SE'I LUA'I LOU LE 'ULU TAUMANAO"

Pick the breadfruits on the far-off branches first! When applied to work to be done it simply means do the most difficult job first - some food for thought.



JUNE'S HR NEWS COMING SOON!

