



Independent State of Papua New Guinea

GENERAL ORDER NO. 14

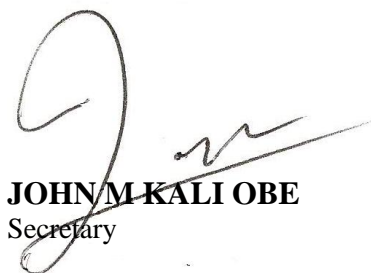
OFFICERS' LEAVE ENTITLEMENTS

Being a General Order, to effect the policies of the National Executive Council on the officers' entitlement to all types of authorised paid and unpaid leave which are available in the Public Service.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue General Order No 14, as part of the Fourth Edition of General Orders effective on and from 1st January 2012 and to remain in force until further notice.



JOHN M KALI OBE
Secretary

GENERAL ORDER NO. 14

OFFICERS' LEAVE ENTITLEMENTS

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GENERAL ORDER NO. 14

OFFICERS' LEAVE ENTITLEMENTS

GENERAL POLICY OBJECTIVES

- 14.1 This General Order details officers' entitlements to all types of **authorised** paid and unpaid leave. All unauthorised absence from the work place is to be unpaid, and is dealt with under other General Orders from time to time. Leave entitlements are based on a five day working week unless specified otherwise.
- 14.2 The following types of leave are determined by the Secretary, Department of Personnel Management under this General Order, and no delegation has been given to agency heads for the purpose of determining leave entitlements hereunder:

<u>Leave Type</u>	<u>General Orders</u>
Compassionate Leave	14.05 - 14.08
Study Leave	14.09
Leave Without Pay (LWOP)	14.10 - 14.13
Representational Leave	14.14 - 14.17
Leave for Breast Feeding	14.18 - 14.19
Maternity Leave	14.20 - 14.29
Recreation Leave	14.30 - 14.50
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Leave to attend meetings of Local Government Bodies & Registered Industrial Organizations	14.60
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Leave to serve under other laws (secondment)	14.70 - 14.77
Leave to serve with international organisations and agencies	14.78 - 14.81
Furlough Leave	14.82 - 14.85
Leave to officers not eligible for furlough	14.89 - 14.92
Leave to attend as witness before a Court	14.93 - 14.94
Leave for attachment to private organisations	14.95 - 14.98
Pay deductions for unauthorised absence	14.99

- 14.3 Applications for recreation, furlough leave and all other types of leave are to be made on **Form LE14.1**. When returning from leave, **Form LE14.2** shall be filled and forwarded to the Human Resource Unit for processing.
- 14.4 A Departmental Head or Provincial Administrator has the power to approve most types of leave set out in this General Order.

COMPASSIONATE LEAVE

- 14.5 The Departmental Head may grant leave on full pay for a period not exceeding 10 days in any calendar year on the following grounds:
- (a) serious illness or death of the officer's spouse, or children or father and mother of the officer or spouse;
 - (b) paternity leave; or,
 - (c) urgent personal reasons **in an emergency**.
- 14.6 Unless it is impracticable to do so, an officer shall seek approval to take compassionate leave prior to taking that leave.
- 14.7 Compassionate leave for any or all of the reasons outlined in General Order 14.5 shall not exceed 10 paid days, and in the event that 10 days is not utilised, which under normal circumstances it will not, any balance shall not accrue and an officer's entitlement shall commence at the beginning of each year of service.
- 14.8 Compassionate leave shall count as part of service and shall not affect the continuity of service.

STUDY LEAVE

- 14.9 Rules and procedures concerning application for study leave are detailed in General Order 6.

LEAVE WITHOUT PAY

- 14.10 The following rules will apply to the granting of leave of absence without pay:
- (a) For any periods, not exceeding 12 months, approval may be granted by the Departmental Head on application by the officer concerned.
 - (b) Leave of absence without pay will not be granted for periods of longer than 12 months.
 - (c) Leave of absence without pay shall not be granted for the purpose of "making up for" unauthorised absence from the work place. All such absence is to result in pay deduction from an officer's fortnightly pay.
- 14.11 The period of absence on leave shall not affect the officer's continuity of service, but unless otherwise determined by the Secretary, Department of Personnel Management, shall not be counted as part of a period of service.
- 14.12 Where an officer takes leave under this provision on the last working day before a public holiday and on the first working day after that public holiday, he/she shall not receive pay for that public holiday.
- 14.13 Unless specified otherwise, leave-without-pay (LWOP) shall affect due date for all other accruable entitlements.

REPRESENTATIONAL LEAVE

- 14.14 The Departmental Head may grant an officer representational leave for the following purposes:
- (a) as a participant or official in any national team at the Pacific Games, Commonwealth Games or Olympic Games;
 - (b) as a participant or official in any national team playing against the national team of another country within or outside PNG;
 - (c) as a participant or official during training prior to the final selection of the national team; and
 - (d) as a participant or official in any provincial team at the Papua New Guinea Games.
- 14.15 Leave granted under this provision shall be with pay and may be granted by the Departmental Head for the duration of the games.
- 14.16 The period of absence on representational leave shall not affect continuity of service and shall be counted as service for all purposes.
- 14.17 An application for leave under this provision shall be supported by written evidence which confirms that the officer is a participant or official in a national team. "National team" means a team representing Papua New Guinea.

LEAVE FOR BREAST FEEDING

- 14.18 The Departmental Head may grant leave for breast feeding to a female officer for periods not exceeding 1 hour twice on each day for a period not in excess of six months from the date of birth or legal adoption of the child.
- 14.19 Leave granted under this provision shall be with pay and shall not affect continuity of service.

MATERNITY LEAVE

- 14.20 The Departmental Head shall grant maternity leave to a female officer.
- 14.21 Maternity leave shall include leave to care for an adopted infant.
- 14.22 If the officer so requests, maternity leave shall be granted for periods not exceeding six weeks prior to the anticipated date of birth and twelve weeks immediately following the date of birth and conditions for payment are stated in General Order 14.26 to General Order 14.29.
- 14.23 In the case of an adopted infant, leave shall not exceed a period of six weeks immediately following the date of adoption. Leave prior to the anticipated date of birth shall not accrue if not taken. An officer shall not resume duty earlier than six weeks following the date of adoption.

14.24 Leave to care for an adopted infant shall not be granted unless:

- (a) the adoption has been certified by a medical practitioner to be a new-born infant; and
- (b) the officer completes a statutory declaration certifying that she has adopted the infant in accordance with the law. Within six months of the infant's birth, the officer must obtain a local court or National Court certificate to the effect that the adoption has taken place in accordance with the law.

14.25 The anticipated date of birth of an infant shall be the date certified as the probable date of birth by a medical practitioner.

14.26 For the period of leave granted prior to the anticipated date of birth, an officer may utilise sick leave credits and remain on the payroll. In the absence of sick leave credits the officer shall be granted LWOP to count as service. Sick Leave credits on half pay may be converted to Sick Leave credits on full pay for this purpose only.

14.27 For the period of leave granted after the date of birth, an officer shall be entitled to leave with full pay irrespective of whether she has sick leave credits or not.

14.28 Additional leave following the expiry of the six weeks leave after birth may be granted upon production of a certificate from a medical practitioner certifying that the officer is unfit to resume duty due to illness resulting from the birth. Where a medical practitioner is not available, a medical statement made by a Community Health Worker or Health Extension Officer will be acceptable.

14.29 Leave granted under paragraph General Order 14.28 shall be Sick Leave, as long as the officer has Sick Leave credits which can be utilised for that purpose. Thereafter, such leave shall be granted as leave without pay.

RECREATION LEAVE

14.30 Recreation Leave accrues at the rate of 15 working days per year or 1 1/4 days per completed calendar month of service on an officer's substantive salary.

14.31 Recreation leave may be taken when an officer has completed a period of duty of:

- (a) 12 months service commencing on the date on which the officer first commenced duty after his/her appointment; or
- (b) 12 months service commencing on the date on which the officer last proceeded on recreation leave. Under this paragraph, "Service" excludes Leave Without Pay.

14.32 The Departmental Head, shall whenever practicable, ensure that the officer is granted recreation leave annually as it accrues. Taking recreation leave is subject to prior approval of the Departmental Head.

14.33 Recreation Leave shall not be allowed to accrue for more than two and a half years. After a two and a half year period, leave credits cease to accrue any further and the officer should

take recreation leave.

- 14.34 At the beginning of each year, the Departmental Head shall prepare a roster for recreation leave proposed to be taken by each officer during that year.
- 14.35 All applications for recreation leave shall be made on **Form LE14.1**. An officer shall submit his/her application through his/her supervisor for submission to his/her Departmental Head. If the application is also for leave fares, it must be submitted at least two months prior to the date of departure on recreation leave.
- 14.36 The Departmental Head may direct an officer to take, at such time as is convenient to the working of the Department, recreation leave due to him/her. In this instance, the officer will be requested to submit his/her leave application.
- 14.37 The Departmental Head may require an officer to resume duty prior to the expiration of a period of recreation leave. However, this should only be required in exceptional circumstances. In cases where an officer is recalled early from his/her leave, the balance of his/her leave entitlements shall be credited to his/her next recreational leave on the condition that the officer repays monies owing him/her for the balance of his/her leave to the State. If these monies are not repaid, the officer shall remain off the payroll for the duration of the leave being credited.
- 14.38 Where leave has been approved, the Departmental Head may at the request of the officer, grant travelling time not exceeding seven days. This travelling time will be granted as leave without pay to count as service.

PAYMENT IN LIEU OF RECREATION LEAVE (MILOL)

- 14.39 The Departmental Head may authorise the payment of pay in lieu of any period of recreation leave due to an officer where:
- (a) the officer ceases to be an officer through resignation, retirement or retrenchment; or
 - (b) an officer dies or is presumed to have died, in which case payment shall be made to the dependants of that officer.
- 14.40 An officer is entitled to pro-rata recreation leave credits calculated to the nearest completed month of service **except** where, the officer has been dismissed for a disciplinary offence or in consequence of a criminal conviction.

RECREATION LEAVE FARES

- 14.41 The Departmental Head shall authorise payment of the cost of return travel of the officer, his/her spouse, and children under the age of 19 who are wholly dependant and maintained by the officer applying for recreation leave, between the place at which the officer applying was employed immediately before commencing recreation leave, and the administrative headquarters of that officer's "home district."
- 14.42 Were an officer and his/her spouse are both officers in the Public Service, the husband, or registered "bread-winner", may claim recreation leave fares for both parties, and airfares

granted in this respect, shall be a biennial return airfare to the husband or wife's home district on an alternating two year basis. In the event where an officer's spouse is unemployed, the officer may claim leave fares for both parties, and fares granted in this respect shall be a biennial return airfare to the husband's or the wife's home district on an alternating two year basis.

- 14.43 Recreation leave fares shall be granted only after an officer has served for a continuous period of two years outside his "home district" commencing from:
- (a) the date of his/her appointment to the Public Service; or
 - (b) the date on which he/she was first posted to a place of employment outside his/her "home district"; or
 - (c) the date on which he/she last went on recreation leave with fares, whichever is the latest date.
- 14.44 The continuous period of service outside the officer's "home district" is not affected by any period of service not exceeding six weeks, in that district.
- 14.45 For the purposes of paragraphs General Order 14.41, General Order 14.43 and General Order 14.44, "home district" means the district within Papua New Guinea in which is located the officer's or the spouse's principal home or family ties.
- 14.46 Notwithstanding paragraph General Order 14.44, recreation leave fares may be granted by a Departmental Head before the due date in the following circumstances:
- (a) where, in the opinion of the Departmental Head, acceptable grounds exist or where death has occurred to an immediate member of the officer's family. If leave fares are granted under this provision, the next entitlement to leave fares is 2 years after the date when the entitlement would otherwise have been due; or
 - (b) where an officer has served for a continuous period of one year outside his/her home district, the Departmental Head may authorise payment of leave fares. If leave fares are granted under this provision, the Departmental Head shall authorise payment of one half of the total cost of return fares of the officer and the officer shall contribute half of the amount.
- 14.47 An officer shall pay to the State at the time of applying for payment of recreation leave fares, a contribution towards the cost of the fares which shall be calculated at ten per cent of his/her gross substantive fortnightly salary at the date immediately prior to proceeding on recreation leave.
- 14.48 The most direct route of travel shall be the basis for calculating leave fares, unless otherwise authorised for reasons of economy. Travel shall be by public transport other than taxi.
- 14.49 The State may supply transport in place of the payment of fares for the whole or any part of the journey for leave purposes but this does not relieve an officer of his/her obligation to pay the contribution provided for by General Order 14.47 of this Order.

14.50 A leave fare for a naturalised citizen shall be determined as follows:

- (a) where the officer is a naturalised citizen he/she may elect that the home district of his/her spouse or the district where he/she has established a permanent place of residence, or some other district for which good reasons exist, shall be the home district for the purpose of calculating leave fares;
- (b) if no election is made under sub-paragraph (a) or sub-paragraph (a) is for any reason inappropriate or inapplicable, the home district shall be Port Moresby.

SICK LEAVE

14.51 Sick leave shall be credited to an officer cumulatively as follows:

- (a) on the date of appointment as an officer two working weeks on full pay and two working weeks on half pay;
- (b) on completion of each additional 12 months service two working weeks on full pay and two working weeks on half pay.

14.52 The Departmental Head may grant sick leave out of sick leave credited to an officer in accordance with paragraph General Order 14.51. An officer shall apply for sick leave on Form LE14.1 at the end of this General Order.

Sickness on Recreation or Furlough Leave

14.53 If an officer falls sick while on recreation leave or furlough leave and produces medical evidence of that fact, the Departmental Head may grant him/her additional leave equivalent to the period of sickness falling within the scheduled period of leave, and the period of absence shall be recorded as sick leave.

Evidence for Sick Leave

14.54 Evidence in cases of sick leave shall consist of a medical statement and a medical certificate. A medical certificate is acceptable evidence of sickness for a period of up to ten working days. A further certificate shall be produced at the expiration of 10 working days. This medical certificate will normally be made by a registered Medical Practitioner. However, where a Medical Practitioner is not available, a medical statement by an Community Health Worker or Health Extension Officer is acceptable.

14.55 It is at the discretion of the Departmental Head to grant sick leave without production of a medical statement or medical certificate to the extent of four days in each year commencing on the date on which the officer was last credited with sick leave.

Continuous Sick Leave

14.56 Where an officer has been absent on account of illness for a continuous period of three months he or she shall not:

- (a) resume duty unless a medical practitioner has certified that he/she is fit to do so; and
- (b) be granted a further period of sick leave until examined by a medical practitioner appointed by the Departmental Head.

Health Danger Leave (Risk to Public Servants)

14.57 If the Departmental Head has reason to believe that an officer is in such a state of health as to make him/her a danger to his/her fellow officers or to the public he/she may require him/her to:

- (a) absent him/herself from duty for a specified period, which shall be counted as sick leave; and
- (b) obtain and submit a report as to his/her condition from a medical practitioner; or
- (c) submit for examination by a medical practitioner nominated by the Departmental Head.

On receipt of the report, he/she may require the officer to continue on leave for a further period to be counted as sick leave.

Infectious Diseases

14.58 The Departmental Head shall grant sick leave to an officer who is certified by a medical practitioner to have come into contact with a person suffering from an infectious disease. The period of leave shall not extend beyond the earliest date on which, having regard to any restrictions imposed by law, it would be practicable for the officer to resume duty.

Illness due to Misconduct

14.59 Sick leave shall not be granted on account of illness caused by the misconduct of an officer in the course of his/her employment. If leave is granted due to such cause, it shall be granted as leave without pay. The Departmental Head may require an officer to undergo a medical examination to establish the cause of an illness or injury.

LEAVE TO ATTEND MEETINGS OF LOCAL LEVEL GOVERNMENT BODIES AND REGISTERED INDUSTRIAL ORGANIZATIONS

14.60 The Departmental Head may grant leave of absence on full pay for a period not exceeding 10 days in any period of 12 months to an officer who is:

- (a) a member of a local level government body; or
- (b) an officer of a registered industrial organisation;

for the purpose of executing his/her duties as a member of an officer.

For the purpose of calculations, the Department of Personnel Management shall be consulted and, "10 days in any period of 12 months", shall commence from the date the officer was first granted leave under this General Order. Leave of absence not utilised **shall not** accrue. Leave without pay will apply after the approved 10 day period.

LEAVE ARISING FROM ACCIDENTS ON DUTY

14.61 Where an officer suffers physical injury in the course of his/her duty other than injury attributable to willful misconduct on the part of that officer, the Secretary, Department of Personnel Management, may grant accident leave on full pay to the officer for a period not exceeding three months. Leave granted under this provision shall not be counted as sick leave.

Applications to the Secretary, Department of Personnel Management, should be accompanied by statements from the officer concerned and (wherever applicable) a witness to the accident as well as a full statement from the officer's supervisor explaining the circumstances of the accident.

14.62 If at the end of three months, the officer is unable to resume duty, he/she may be granted further accident leave on such conditions as are determined by the Secretary, Department of Personnel Management.

14.63 The Department concerned may pay transport, medical and hospital expenses properly incurred in consequence of the injury but an officer is not entitled to receive such or similar benefits under any law relating to compensation for employees of the State for injuries suffered in the course of their employment.

LEAVE TO ATTEND ARBITRATION PROCEEDINGS

14.64 The Departmental Head may grant leave of absence with pay to not more than two representatives of an organisation within the meaning of the Public Services Conciliation and Arbitration Act to attend proceedings under that Act. Periods of leave under this provision shall be counted as part of an officer's period of service.

14.65 The Departmental Head may grant leave of absence without pay for such periods as he/she determines but not exceeding 1 month in any period of 12 months for any one representative of an organisation referred to in paragraph General Order 14.64 to prepare evidence for submission by the organisation in any proceedings under the Act referred to.

14.66 An officer summoned or called as a witness in proceedings under the Public Services Conciliation and Arbitration Act shall be granted leave with pay for the period he/she is absent from duty by the Departmental Head.

LEAVE FOR PUBLIC INTEREST PURPOSES

14.67 The Secretary, Department of Personnel Management, may grant leave to an officer to enable him/her to engage in service in the Defence Force or a United Nations Force or in work or employment that is in the interests of the defence or public safety of Papua New Guinea.

14.68 Service in the Defence Force or a United Nations Force shall refer only to:

- (a) service in time of war as a member of the Defence Force; and
- (b) service in a United Nations Force operating in an area where United Nations Forces

are engaged in warlike operations; and

- (c) training required by law as a part-time member of the Defence Force; and
- (d) attendance at a training course conducted for training part-time members of the Defence Force.

14.69 Leave of absence under paragraph General Order 14.68 shall be as follows:

- (a) under (a) and (b), 14 days full pay and unpaid for the remainder of the leave; and
- (b) under (c) and (d), 14 days with pay in any year together with travelling time not exceeding 14 days.

LEAVE TO SERVE UNDER OTHER LAWS (SECONDMENT)

14.70 The Secretary, Department of Personnel Management may grant an officer leave of absence without pay to serve as an appointee under other laws including constitutional laws.

14.71 Any officer wishing to apply for leave of absence without pay under this provision shall make an application to the Secretary, Department of Personnel Management through his/her Departmental Head providing a justification for the request and clearly indicating the required **period of absence**. The officer's application must be supported by the Departmental Head concerned.

14.72 An officer who leaves the Public Service to serve under other laws without first obtaining approval from the Secretary, Department of Personnel Management, commits a disciplinary offence and may be deemed to have resigned from the Public Service.

14.73 The period of leave of absence granted under this provision shall not exceed three years excepting as determined by the Secretary, Department of Personnel Management.

14.74 At the end of a period of leave without pay granted under this provision, an officer is required to return to the Public Service. An officer who fails to return after the termination of this period of leave commits a disciplinary offence and may be deemed to have resigned from employment.

14.75 The period of absence on leave without pay shall be counted as part of service.

14.76 An officer granted leave under this provision becomes an unattached officer during the period of leave and his/her office in the Public Service becomes vacant at the commencement of the period of leave. At the end of the period of leave, an officer is entitled to be re-appointed to an office of equivalent classification to his/her former office if a vacancy at this level exists for which the officer possesses the required qualifications.

14.77 If no office of equivalent classification is available, the officer will become an unattached officer at his/her former substantive level and will be dealt with under the procedures outlined in General Order 4.

LEAVE TO SERVE WITH INTERNATIONAL ORGANISATIONS AND AGENCIES

- 14.78 The Secretary, Department of Personnel Management, may make the services of an officer available to:
- (a) a specialised agency of the United Nations; and
 - (b) an international or regional organisation.
- 14.79 Leave under this provision shall be granted without pay and may be for a period not exceeding three years. (An officer who does not return after termination of the period of leave commits a disciplinary offence and is liable to dismissal).
- 14.80 Leave of absence under this provision shall not be counted as service but does not affect continuity of service.
- 14.81 An officer granted leave under this provision becomes an unattached officer during the period of leave of absence and his/her office in the Public Service becomes vacant at the commencement of the period of leave.

FURLOUGH LEAVE

- 14.82 When an officer has served in the Public Service for at least 15 years, the Departmental Head, may, from time to time grant to him leave of absence as furlough calculated at the rate of:
- "Nine days on full pay or, in the discretion of the Departmental Head, 18 days on half pay in respect of each completed year of continuous service, based on a five day week in respect of which he/she has not been granted furlough leave."**
- The officer shall apply for furlough leave on **Form LE14.1** at the end of this General Order.
- 14.83 An officer who is eligible for furlough leave but ceases to be an officer, otherwise than by death, may at the discretion of the Departmental Head, be paid a sum equivalent to his/her pay for a period of furlough not exceeding that which he/she could have been granted on full pay under this provision.
- 14.84 On the death or presumed death of an officer eligible at the date of death for furlough leave, the Departmental Head may authorise payment to his/her dependents of a sum equivalent to his/her pay for a period not exceeding the period of furlough that he/she could have been granted in full pay had he/she ceased to be an officer immediately before the date of his/her death, or in the case of presumed death, immediately before a date determined by the Departmental Head.
- 14.85 Probationary service in the Public Service that is continuous with permanent service may be taken into account in calculating the period of service for furlough.

PRO-RATA FURLOUGH LEAVE

- 14.86 An officer who continues in the service after he/she has taken Furlough Leave may be granted paid leave at the rate of 9 days per completed year of service (based on a five day

week). This leave can be taken annually as it accrues.

CONTINUITY OF SERVICE

14.87 For the purposes of calculating furlough leave and recognising prior service, the continuity of service of an officer is not broken by any periods of absence if,

- (a) any period of absence does not exceed 12 months in a continuous period; and
- (b) the periods of absence do not exceed in aggregate one-seventh of the total number of working days and holidays occurring after the first period of his/her employment that may be included in the period of service.

14.88 A person does not break the continuity of his/her service by reason of being,

- (a) on leave of absence with pay or part pay; or
- (b) on leave of absence without pay where the leave was granted on account of illness or for a purpose provided for by the General Orders.

Approval to include periods of absence for furlough purposes may only be granted by the Secretary, Department of Personnel Management, on application by the Department Head or Provincial Administrator concerned.

LEAVE TO OFFICERS NOT ELIGIBLE FOR FURLOUGH (MILOF)

14.89 Where an officer has served in the Public Service for four years but less than 15 years, the Departmental Head shall grant Money in Lieu of Furlough (MILOF) to an officer at the time of his separation if that separation is as a result of:

- (a) retirement (at age 50 years or more); or
- (b) retirement on grounds of physical or mental infirmity; or
- (c) retrenchment; or
- (d) resignation; or
- (e) death (or where the officer is presumed to be dead).

14.90 MILOF is calculated at the rate of nine days pay in respect of each completed year of continuous service based on a five day week.

14.91 If General Order 14.89 (e) applies, then the payment may, at the discretion of the Departmental Head, be made to the dependants of the officer.

14.92 Probationary service in the Public Service that is continuous with permanent service may be taken into account in calculating the period of service in General Order 14.39.

LEAVE TO ATTEND AS A WITNESS BEFORE A COURT

- 14.93 An officer required to attend as a witness on behalf of the State in any court proceedings shall be granted leave with pay by the Departmental Head for the period of necessary absence.
- 14.94 An officer summoned or called as a witness before a court, otherwise than a witness on behalf of the State, shall be granted leave without pay by the Departmental Head.

LEAVE FOR ATTACHMENT TO PRIVATE ORGANISATIONS

- 14.95 The Secretary, Department of Personnel Management, may grant leave to an officer to be attached to a private company, authority, organisation or statutory body within or outside PNG for training purposes on application from the Department concerned.
- 14.86 The period of leave granted under this Order shall be for such period as is determined by the Departmental Head.
- 14.97 An officer granted leave under this provision becomes an unattached officer during the period of leave of absence and his office in the Public Service becomes vacant at the commencement of the period of leave.
- 14.98 The period of absence on leave shall be counted as part of service.

PAY DEDUCTIONS FOR UNAUTHORISED ABSENCE

- 14.99 This General Order has dealt with authorised absence only. All other absence from duty shall be without pay. Procedures are established under other General Orders for the purpose of deducting pay for unauthorised absence.

Office Use Only

Date Entered _____	Leave Balance: _____
Date Confirmed: _____	Entered By: _____

Returned From Leave Form

Form LE14.2

Employee#:

Job#:

Surname:

Other Name(s):

Department:

Leave Type:

Recreation Leave Sick Leave Furlough Compassionate Leave Study Leave Maternity Leave
LWOP
Other Specify _____

Expected Return Date:

Actual Return Date:

Reason for Late / Early Return:

.....
.....
...
.....
...

Employee Signature:..... **Date:**...../...../.....

Supervisor's Name:.....**Signature:**.....**Date:**...../...../.....

Prepared By:..... **Signature:**.....
Date:...../...../.....

Checked By:..... **Signature:**.....
Date:...../...../.....

Payroll Office Use Only

Entered By: _____
Date Entered: _____
LWOP Modified: Yes / NO



**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI, OBE, TO
APPROVE GENERAL ORDER NO. 14 OF 1ST JUNE 2002**

OFFICERS' LEAVE ENTITLEMENTS

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 14 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of *Organic Law* the *Public Services (Management) Act*, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the **Constitution**, the *Organic Law on Provincial & Local Level Governments* and the *Public Services (Management) Act 1995*, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the *Public Services (Management) Act 1995*, which have been brought into force since 1st June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.

EMMA FAITELI
Executive Manager, I&ER

RAVU VERENAGI
Deputy Secretary, Policy

ISIKEL MESULAM
Director, Legal & Investigations

RAVU VAGI
Deputy Secretary, Operations

