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## **CIRCULAR NO.30 OF 1965**

### **SERVICE PAYMENTS ORDER - GOVERNMENT WAGES EMPLOYEES**

Since this Department's circular of 20th August 1965, regarding the above matter, it has been necessary to clarify certain details of the service pay scheme and to achieve uniformity throughout the various employing authorities the following advice should be followed.

#### 1. Incremental Scale - Adult Wage

The scale which now applies to a classification i.e. as per margin adjusted by the Metal Trades 1½% formula shall henceforth continue to apply to such classification. For example if a classification which at present qualifies for payment of the "males others" scale is at some time in future reclassified by margin variation to become equal or higher than the tradesmen's margin then current then this will not qualify that classification for payment of the "tradesmen or higher" scale. The "males others" scale will continue to apply to the particular classification.

#### 2. Periods of Leave.

Service increments shall be paid during all periods of paid leave i.e. paid sick, annual and long service leave provided that the increments shall not be paid for any pro rata annual or long service leave or be included in any retiring allowance.

#### 3. National Service

Periods of absence on National Service duty shall be counted as qualifying service for incremental payments provided the worker immediately resumes duty with the same department on completion of National Service duty.

#### 4. Transfer of Service Credits

Qualifying service commences from the initial engagement of the worker with the employing Department. Service is not carried by a worker from one department to another except in the case of an

arranged transfer where both employing departments have come to an arrangement for the transfer of the worker.

A general guide to determine an arranged transfer is the manner in which sick leave credits have been treated. If a worker carries his sick leave credits from one department to another it is clear there has been an arranged transfer by the employing departments and therefore the worker would also carry previous service for service pay.

However a worker who resigns from one department and commences with another within the prescribed time so that he carries long service leave entitlements would not under any circumstances carry service pay entitlements.

Resignation automatically breaks continuity of service for service pay.

5. Service payments are to be made according to the permanent classified margin of the worker. Acting on higher duties shall not alter the service payment normally received by the worker.

6. Clause 4 (a) (iv) of the service pay document provides:-

"except as prescribed in paragraph (ii) approved leave without pay not exceeding two weeks in any one period."

It has been ruled that "any one period" shall mean any one 12 months period of qualifying service. 7. Rehabilitation trainees for tradesman status shall not receive service increments during the period of training.

The provisions of clause 3 (b) (i) of the service pay document re apprentices will apply equally to rehabilitation trainees.

Apprentices are not paid service increments.

## 8. Retrenchments

If the employment of a worker is terminated by a department for any reason other than misconduct or unsatisfactory service and the worker resumes employment with the same department not later than six months from the day on which his employment was ended any previous periods of service of 12 months or longer with that department shall count as service for service pay.

## 9. Service

Clause 4 (a) (ii) is subject to 4 (b) that is periods of absence on approved sick leave without pay in excess of 6 weeks in any year do not qualify for service.

**C A REEVE**  
**SECRETARY FOR LABOUR**

18th October, 1965.

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