

- (i) 'Uluaki ta'u – peseti 'e nimangofulu (50) 'o e vāhenga.
- (ii) Ta'u hono ua – peseti 'e uongofulu ma nima (25) 'o e vāhenga.
- (iii) 'I he hili 'a e ta'u hono ua 'o e ako, 'e 'ikai ke toe totongi atu ha konga 'o e vāhenga.
- (2) 'Okapau 'e fili 'a e taha ngāue ke ne ngāue 'aki ha 'ane ngaahi 'aho mālōlō 'eve'eva 'i he 'uluaki ta'u 'o 'e ne ako, ko e ngaahi moni 'ia 'oku hā 'i he palakalafi (1) 'e kamata ia 'i he ngata'anga 'o 'e ne mālōlō.
- (3) 'Okapau 'e foki mai 'a e taha ngāue ki he ngāue 'o vahe kakato lolotonga 'e ne mālōlō ako'. 'i ha vaha 'atami 'e 'ikai laka hake 'i he mahina 'e ua, 'e 'ikai lau ia 'oku ngata ai 'e ne mālōlō ako, koe'uhi ko e ngaahi taumu 'a 'i he palakalafi (1).
- (4) Ko kinautolu 'oku nau ako lolotonga 'a e ngāue, 'oku totomu kenau ngāue tu 'a taimi ke ngāue 'i fakafoki 'a e taimi ko ia 'oku nau ako ai lolotonga 'a e taimi ngāue, pea ke fakangofua 'e he 'Ofisi Pule Ngāue.
- (5) Ko ha taha ngāue 'oku 'alu ha mālōlō ako kae vahe, 'oku fiema'u ia ke ngāue 'i he Pule'anga 'i ha vaha 'a taimi 'oku 'ikai toe lahi hake 'i he ta'u 'e 2.
- (6) Ko e taha ngāue 'e 'ikai kene fakakakato 'a e ngaahi fiema'u 'oku ha 'i he kupusi' i (5) 'i 'olunga, tene totongi 'a e taimi 'oku ne nounou ai ki he Pule'anga, pea ka 'ikai, 'e fakahoko 'a e ngāue ki hono tuli.
- (7) Felāve'i mo e nounou 'o e taimi pe ko e tuli, ko e lahi 'o e mo'ua ki he Pule'anga 'e fika' i ia 'o fakatatau ki he vāhenga kakato na'e ma'u 'e he taha ngāue 'a ia ko e 50% mo e 25% pe 'o e lakanga tu'upau, lolotonga 'a 'ene mālōlō ako kae vahe.
 - (i) 'E tohi 'a e 'Ofisi 'o e Komisoni ki he taha ngāue ke fakahoko ki ai 'a e lahi 'o e mo'ua tupu mei he nounou, pea fakahā atu 'a e 'aho 'e 'osi ki ai 'a e taimi ke totongi fakafoki, 'a ia 'e a'u ki ha mahina 'e tahaua (12) mei he 'aho 'o e tohi, 'E malava pe foki ke toe fakalahi 'a e taimi kuo tuku atu, ka ke faka'atā ia mei he Komisoni.
 - (a) Kuo pau ke fakapapau 'i 'e he 'Ofisi 'o e Komisoni 'oku fakamo'oni ha aleapau (MOU) mo e taha ngāue ke fakahā ai 'a e ngaahi makatu'unga ki hono totongi fakafoki 'o e mo'ua.
 - (b) 'E faka'atā ki he Potungāue ke nau fakafomu 'a e lakanga', hili 'a e lava ke fakakakato 'a e konga (a).
 - (ii) Kuopau ke fakahoko 'a e totongi ki he Potungāue Pa'anga pea ko e tohi talitotongi 'o e totongi' 'e 'ave ia ki he 'Ofisi 'o e Komisoni 'i loto he 'aho 'oku 'osi ki ai.
 - (iii) Ko e taha ngāue na'e 'ikai ke ne lava ke fakakakato 'a e fiema'u 'oku hā 'i he palakalafi si'i (7)(i)(a) 'e fāi lava 'a e ngāue ki hono tuli' 'okapau:
 - (a) Ko e taha ngāue na'e 'ikai ke tali mai 'a e tohi mei he 'Ofisi 'o e Komisoni 'i loto 'i he 'aho 'e tolungofulu (30) mei he 'aho na'e ma'u ai 'a e tohi: pē
 - (b) Ko e totongi, 'a ia kuo fiema'u, ka 'oku 'ikai ke ma'u ia 'i loto 'i he taimi na'e fāi ki ai 'a e aleapau (MOU), tukukehe ka na'e faka'atā ke fakaloloa pea tali 'e he Komisoni.
 - (iv) Koe ngaahi toenga mo'ua ki he Pule'anga mei he kupusi' i (i) 'i 'olunga, 'e 'ave ia ki he 'Ofisi 'o e 'Ateni Seniale fakataha mo e fokotu'u ke kamata 'a e ngāue ki hono totongi fakafoki mai 'a e mo'ua mei he taha ngāue.
- (8) Kuo pau ki he 'Ofisi Pule Ngāue ke ne fakapapau 'i 'oku fakamo'oni 'a e taha ngāue pea mo e Potungāue 'i ha aleapau (MOU), 'a ia 'oku fakahā mahino ai 'a e ngaahi makatu'unga lolotonga mo e hili 'o e mālōlō ako kae vahe.

2D.4 Secondment

- (1) Employees in the Public Service may be seconded to an Organisation within Tonga, regional or international for a maximum period of 1 year supported by the Chief Executive Officer and approved by the Commission as relevant to the government's interest as distinct from those initiated by the employees. However in cases of Government projects whereby the Government is obligated to staff the said project, further consideration may be given by the Commission for further extension up to a maximum of three (3) years as appropriate.
- (2) Host Employer is required to provide a copy of the draft contract outlining the purpose, location and duration of the secondment.
- (3) All secondments require the endorsement of the Chief Executive Officer and the Minister and the approval of the Commission.

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POLICY AMENDMENTS

PUBLIC SERVICE POLICY INSTRUCTIONS

2B.23 Study Leave

2B.23.1 Study Leave with Pay

- (1) Only recipients of Government Scholarships and Scholarship awards who are confirmed to be in line with the Government priority areas as determined by the Government Scholarship Committee shall receive salary as follows:
 - (i) 1st year – fifty (50) percent of salary
 - (ii) 2nd year – twenty-five (25) percent of salary
 - (iii) After second year of study no salary portion of salary shall be paid.
- (2) If the employee chooses to utilise his vacation leave in the first year of study, the benefits under paragraph (1) commence at the end of the leave taken.
- (3) If the employee resumes duty on full pay whilst on study leave for a period not exceeding two months, this period shall not be considered a break in the duration of his study leave for the purposes of paragraph (1).
- (4) For serving employees studying while at post, time spent attending classes during working hours should be compensated by working after-hours as approved by the Chief Executive Officer.
- (5) An employee going on Study Leave With Pay is required to work in Government for a duration not exceeding two (2) years.
- (6) An employee who fails to satisfy the requirements in sub-paragraph (5) above, shall either pay for the shortfall period owed to Government or be processed for dismissal.
- (7) In relation to shortfall period and dismissal, the amount owed to Government is calculated as the full salary received by the employee i.e. 50% and 25%, on its substantive position during the study leave with pay.
 - (i) The Office of the Commission shall write to the employee to advise the amount owing due to the shortfall and stating the deadline by which the payment must be made which is up to twelve (12) months from the date of the letter. Further consideration may be given by the Commission for further extension if required.
 - (a) The Office of the Commission shall ensure that an appropriate MOU is signed with the employee to outline the terms for repayment.
 - (b) Given the fulfilment of (a) above, the Ministry may fill the position.
 - (ii) Payment should be made to the Ministry of Finance and the receipt of payment shall be forwarded to the Office of the Commission by the deadline.
 - (iii) An employee who fails to comply with the requirement under sub-paragraph (7)(i)(a) above shall be processed for dismissal if:
 - (a) the employee does not respond to the letter from the Office of the Commission within thirty (30) days from the date of receipt of the letter; or
 - (b) payment, as required, is not received within the timeline agreed to in the MOU, unless an extension has been formally approved by the Commission.
 - (iv) Outstanding shortfall amounts owed to Government following sub-paragraph (iii) above shall be forwarded to the Attorney General's Office with the recommendation that the debt recovery procedures be instigated against the employee.
- (8) The responsible Chief Executive Officer shall ensure that the appropriate MOU is signed between the employee and the Ministry, clearly stating the requirements during and after the study leave with pay.

2B.23 Mālōlō Ako

2B.23.1 Mālōlō Ako kae Vahe

- (1) Ko kinautolu pe 'oku nau ma'u 'a e Ngaahi Sikolasipi 'a e Pule'anga, pea ko e ngaahi Sikolasipi ko ia kuo fakapapau 'i 'e he Komiti Sikolasipi 'a e Pule'anga 'oku fakatatau ia ki he ngaahi 'asenita ngāue 'a e Pule'anga, te nau ma'u 'a e vāhenga ko 'eni:

- (c) wreath; and
 - (d) band.
- (2) A resigned employee is entitled to 4H.3(1) (a) and (b), if they have been employed for ten (10) years or more. When such a resigned employee dies, any member of his family shall inform the Commission to ensure that these entitlements under 4H.3(1) (a) and (b) are provided.
- (3) A resigned employee who was employed for less than ten (10) years, he may be entitled to 4H.3(1) (a) and (b) subject to proposal from the Prime Minister and the Commission's approval.

4H. Pekia ha Taha Ngāue Lolotonga, Taha Ngāue Mālōlō Penisoni, pe Taha Ngāue na'e Fakafisi

4H.3 Ngaahi Totonu 'i he pekia ha taha ngāue kuo ma'u vāhenga mālōlō mo ha taha ngāue na'e fakafisi

- (1) 'I he taimi 'e pekia ai ha taha ngāue kuo ma'u vāhenga mālōlō, kuo pau ke fakahoko 'e ha memipa hono famili ki he Komisoni ke fakapapau'i 'oku fakakakato mai 'a e ngaahi totonu ko 'eni –
- (a) tohi fiekaunga mamahi mei he Palemia ki he tokotaha kainga ofi taha;
 - (b) fuka fakafonua;
 - (c) pale; mo e
 - (d) ifi.
- (2) 'E 'i ai 'a e totonu ha taha ngāue na'e fakafisi ki he 4H.3(1) (a) mo e (b), 'okapau na'a ne 'a'usia 'a e ta'u ngāue 'e hongofulu (10) pe lahi ange. Ka pekia 'a e taha ngāue na'e fakafisi', 'e malava 'e ha memipa pe 'o e famili ke fakahoko ki he Komisoni ke fakapapau'i 'oku 'oange 'a e ngaahi monū'ia 'oku hā 'i he 4H.3(1) (a) mo e (b).
- (3) Ko ha taha ngāue na'e fakafisi ka na'e 'ikai a'u 'e ne ta'u ngāue ki he ta'u 'e hongofulu (10), 'e malava pe ke ne ma'u 'a e monu'ia ki he 4H3(1)(a) and (b) 'okapau na'e fakahū mai mei he 'Eiki Palemia pea mo faka'atā mei he Komisoni.

- (4) The effective date of the secondment should be the date of commencement of the contract. Annual leave entitlements must be taken first and the balance of the duration shall be without pay.
- (5) The Seconded while on secondment, is still subject to the Public Service Code of Ethics and Disciplinary procedures.
- (6) The Ministry through professional contract may fill the employee's post following the effective date of secondment until the employee resumes duty.
- (7) Should the employee fail to return to the Public Service at the end of his contract period, he shall submit his resignation in accordance with Instruction 4B below.

2D.4 Ngāue Ua

- (1) 'E ngofua ke ngāue ua ha taha ngāue 'i he Ngāue Fakapule'anga ki ha Kautaha 'i Tonga, 'i he fakavahefonua 'o e Pasifiki, pe fakavaha'apule'anga ki ha vaha'ataimi 'e 'ikai to e laka hake 'i he ta'u 'e taha, pea ke poupu'i 'e he 'Ofisa Pule Ngāue mo fakangofua 'e he Komisoni, 'i he'ene felave'i mo e ngaahi fiema'u 'a e Pule'anga pea kehe ia mei he ngaahi fiema'u 'a e taha ngāue. Tukuhehe ange, 'i he'ene fekau'aki mo e ngaahi polokalama ngāue poloseki 'a e Pule'anga, 'a ia 'oku 'i ai 'a e fatongia 'o e Pule'anga ko hono faka-kaungāue'i 'a e polokalama ngāue poloseki', 'e ngofua ki he Komisoni ke nau fakakaukau'i ha fakaloloa ki he lahi taha', 'a ia ko e ta'u 'e tolu (3), 'oka 'oku taau.
- (2) Kuo pau ke tuku mai mei he Taha Pule Ngāue 'o e ngāue ua' ha tatau 'o e aleapau fakangaanga 'oku ha ai 'a e taumu'a, feitu'u mo e loloa 'o e ngāue ua.
- (3) Ko e ngāue ua kotoa pe, 'e fiema'u ke tali 'e he 'Ofisa Pule Ngāue mo e Minisitā, pea fakangofua 'e he Komisoni.
- (4) Ko e 'aho 'oku kamata ai 'a e aleapau, ko e 'aho ia 'e kamata lau ai 'a e ngāue ua'. Kuo pau ke 'uluaki ngāue'aki 'a e ngaahi 'aho mālōlō fakata'u kuo tātānaki, pea ko e toenga 'o e vaha'ataimi 'e 'ikai ma'u vāhenga ai.
- (5) Ko e taha ngāue ua, lolotonga 'e ne ngāue ua, 'e kei ha'iha'i pe ia ki he ngaahi Tu'utu'uni Ngāue Fakapule'anga Faka'ulungaanga, pea pehē ki he ngaahi tu'utu'uni ki he founga tautea.
- (6) 'E ngofua ke fakafonu 'e he Potungāue ia 'a e lakanga 'o e taha ngāue 'aki ha aleapau fakapofesinale hili pe 'a e 'aho 'oku kamata lau ai 'a e ngāue ua.
- (7) Ko e taimi 'e 'ikai foki mai ai 'a e taha ngāue ua ki he Ngāue Fakapule'anga hili 'a e 'osi 'ene piliote aleapau ngāue ua', kuo pau ke fakahū mai 'a 'ene tohi fakafisi 'o fakatatau mo e tu'utu'uni ngāue 4B 'i lalo.

4E.2 Entitlements on Cessation of Services on Medical grounds

- (1) Subject to sub-paragraph (2) below, an employee whose services have been compulsorily terminated on medical grounds shall be granted the same entitlements as if he had retired except for the entitlements under 4H.3(1).
- (2) An employee whose services have been compulsorily terminated on medical grounds shall also be entitled to 4H.3(1)(a) and (b) if they have been employed for ten (10) years or more.

4E.2 Ngaahi totonu 'i hono Fakangata 'o e Ngāue 'i ha Makatu'unga Fakafaito'o

- (1) Fakatatau ki he kupusi 'i (2) 'i lalo, kuo pau ki he taha ngāue, 'a ia kuo fakangata 'e ne ngāue koe'uhi ko ha ngaahi makatu'unga fakafaito'o, ke ne ma'u 'a e ngaahi totonu tatau 'o hange pe 'oku ma'u 'okapau na'e ma'u vāhenga mālōlō mei he ngāue, tukuhehe 'a e ngaahi monū'ia 'i he 4H.3(1).
- (2) Ko ha taha ngāue na'e tu'utu'uni ke fakangata 'e ne ngāue 'i he 'uhinga fakafaito'o, 'oku 'i ai 'e ne totonu ki he 4H.3(1)(a) mo e (b) 'okapau na'e a'u 'a 'e ne ta'u ngāue ki he ta'u 'e hongofulu (10) pe lahi ange.

4H. Death of Employee, Retired Employee or Resigned Employee

4H.3 Entitlements at death of retired and resigned employees

- (1) When a retired employee dies any member of his family shall inform the Commission to ensure that the following entitlements are provided –
- (a) letter of condolences from the Prime Minister to the next of kin;
 - (b) national Flag;

By Authority
General Manager, Lotomo'ua Tu'ungafasi, Tonga Post Ltd.
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