

# CIRCULAR 14/2024

<b>From:</b>	Permanent Secretary for Civil Service	<b>Phone:</b>	8924323
<b>To:</b>	All Permanent Secretaries	<b>Date:</b>	01 October 2024
<b>Subject:</b>	<b>Time-Off in Lieu (TOIL) and Overtime &amp; Amendments to Recruitment Panel Requirement</b>		
		<b>File Ref:</b>	MCS 14/4

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Following deliberations at the Permanent Secretaries Forum and the Public Service Commission's decision in its meeting dated 25th September 2024, the following has been endorsed:

## 1.0 Time off in Lieu (TOIL)

- 1.1 The payment of compensation for unutilised TOIL for officers in Band F and above (excluding Nurses) remains suspended. Permanent Secretaries are required to manage all overtime through ensuring that overtime is only approved in exceptional circumstances. Officers will earn TOIL on an hour-for-hour basis. Eligibility for meal allowances remains applicable, with payment conditions unchanged as per General Orders 2011.
- 1.2 TOIL balances will not be compensated in cases of promotion, resignation or termination as TOIL should not accumulate on perpetual basis and any unutilised balance of TOIL after the transition shall be forfeited.
- 1.3 All existing TOIL balances must be utilised by 31 July 2025, while newly accrued TOIL must be utilised within the leave year it is earned.
- 1.4 Permanent Secretaries are accountable for managing TOIL hours effectively as part of their deliverables on effective human resource and leave management.

## 2.0 Overtime for Band E and below

- 2.1 For wage earners in Band E and below (including Nurses in Band F), overtime will continue to be paid at time-and-a-half or double time, and existing meal allowance payment conditions will remain in effect.
- 2.2 Permanent Secretaries to effectively manage overtime within the approved budget and no additional funding will be provided for the overtime.
- 3.0 Permanent Secretaries are advised to ensure that all Ministry staff are made aware of the TOIL management parameters to prevent misuse.
- 4.0 This circular supersedes all MCS Circulars concerning TOIL.

## 5.0 Amendment to recruitment panel requirement

5.1 The Commission also approved the following inclusion to the OMRS guideline:

*Clause 7.3.9: Ministries can now convene internally composed panels for recruitment of positions at Band I and below or choose one suitably qualified person from another Ministry for panel duties.*

5.2 Ministries are required to ensure that the appointment of the selection panel is transparent and conducted in accordance with the OMRS guideline

6.0 Please ensure that this circular is brought to the attention of all Heads of Departments and Supervising Officers within your Ministries/Departments.

7.0 For any queries regarding this circular, please contact the MCS Policy Division via email at [mcpolicy.fiji@gmail.com](mailto:mcpolicy.fiji@gmail.com).

Thank you.



Parmesh Chand

**Permanent Secretary for Civil Service**