

# CIRCULAR 12/2024

**From:** Permanent Secretary for Civil Service

**Phone:** 8924323

**To:** All Permanent Secretaries

**Date:** 26 July 2024

**Subject:** Time-Off in Lieu (TOIL) and Overtime

**File Ref** MCS 14/4

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- 1.0 Further to Circular MCS Circular 10/2020 dated 28 July 2020, Circular 01/2022 dated 29 March 2022, and Circular 04/2022 dated 21 July 2022, the Ministry has reviewed its policy on the payment of accumulated TOIL or overtime hours worked by Government Wage Earners and Established Officers since 2020. This review addresses the need to clear existing accumulated TOIL for Band E and below.
- 2.0 The Ministry of Civil Service hereby advises that for employees in Band E and below, overtime hours previously taken as time-off in lieu (TOIL) will now be compensated on an hour-for-hour basis or utilized by the employee, at the discretion of the Permanent Secretaries. This ensures that these Civil Servants do not lose accrued TOIL hours.
- 3.0 No compensation of TOIL will be paid to employees on Band F and above (excluding Nurses). Permanent Secretaries should strictly encourage these employees to take their TOIL.
- 4.0 Please bring this Circular to the attention of all Heads of Departments and Supervising Officers in your Ministries/Departments.
- 5.0 As decided by the Public Service Commission that effective from 29 July 2024, no new accruals or cases of TOIL be entertained for Band F and above (excluding Nurses).
- 6.0 Ministries are advised that no additional funds will be provided. Therefore, all overtime compensation referred in paragraph 2.0 above must be managed within the existing budget.
- 7.0 For any queries relating to the above, please contact MCS Policy Division through email on [mcspolicy.fiji@gmail.com](mailto:mcspolicy.fiji@gmail.com).

Thank you.



Parmesh Chand

**Permanent Secretary for Civil Service**