



Directive
on
Long Service Recognition
in the
Public Service
(Levels 1 to 12)

ISSUED BY THE MINISTER FOR PUBLIC SERVICE AND ADMINISTRATION

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INTRODUCTION

1. The employer through the Long Service Recognition System recognises an employee's long relationship with the Public Service.
2. The current provisions and entitlements in recognising long service in the Public Service are presently regulated in terms of Part XXVIII of PSCBC Res. 3 of 1999 and PSCBC Res. 6 of 2003.
3. The purpose of this Directive is to give effect to the provisions contained in Part XXVIII of PSCBC Res. 3 of 1999 and PSCBC Res. 6 of 2003, and to introduce transitional arrangements to facilitate the introduction of recent changes to the Long Service Recognition System.

PART 1: TRANSITIONAL ARRANGEMENTS: IMPLEMENTATION OF PSCBC RES. 6 OF 2003

1. An employee who has completed 30 years continuous service **on or before 31 March 2003** and qualified in terms of Part XXVIII of PSCBC Resolution 3 of 1999 for the wrist watch, may be afforded the choice between the wrist-watch contemplated in Res. 3 of 1999 or the R 3 000 cash award contemplated in PSCBC Res. 6 of 2003.
2. In the event where the employee contemplated in paragraph 1 above chooses the wristwatch, departments should acquire the necessary watch through their **own** procurement processes from retail outlets in terms of the directive issued by the Minister for Public Service and Administration under reference 1/6/16 dated 24 February 2003 (Attached as **Annexure A** to this Directive).
3. It is in this context also important to bear in mind that such an employee with 30 years service **is not eligible to both** the wrist-watch and cash award of R 3 000. In other words if the employee received a wrist-watch in terms of PSCBC Res. 3 of 1999, s/he is not eligible to the cash award of R 3 000, or vice versa.

PART 2: RECOGNITION OF LONG SERVICE: EMPLOYEES ON SALARY LEVELS 1 TO 12

1. SCOPE

This directive is applicable to all those that are employed either on full-time, part-time or occasional basis in terms of the Public Service Act and fall within the scope of the PSCBC.

2. AUTHORISATION

This directive is issued, in terms of the provisions of section 3(3)(e) of the Public Service Act, 1994 as amended, by the Minister for Public Service and Administration.

3. LONG SERVICE AWARD

3.1. An executing authority shall provide a long-service award to an employee who has served the government continuously for 20 and 30 years respectively.

3.2. An employee who has rendered 20 years of continuous service, is eligible to-

3.2.1. a certificate, and

3.2.2. encashment of ten working days annual leave at the employee's current salary, if the employee has accrued that much leave and wishes to exchange it for cash.

3.3. An employee who has rendered 30 years of continuous service, is eligible to-

3.3.1. if s/he does not work for the SANDF, the SAPS or Department of Correctional Services, a cash amount of R3 187.

3.3.2. a certificate, and

3.3.3. encashment of fifteen working days annual leave at the employee's current salary, if the employee has accrued that much leave and wishes to exchange it for cash.

4. GOVERNMENT SERVICE

4.1. Government service includes continuous service for a government department, a state or state-assisted school. In other words the following types of service are recognised for purposes of the long service awards:

4.1.1. Service in the public service as contemplated in section 8 of the Public Service Act, 1994 and the Employment of Educators Act,

1998, may be acknowledged, as well as the following service on condition that there is no break in service during the transfer to/appointment in the public service:

- 4.1.2. Continuous service in terms of a former provincial ordinance.
- 4.1.3. Continuous service rendered in terms of the -
 - 4.1.3.1. Precious Stone Act, 1964 (Act 73 of 1964)
 - 4.1.3.2. National Water Act, 1998 (Act 36 of 1998); and
 - 4.1.3.3. Abolition of Racially Based Land Measures Act, 1991 (Act 108 of 1991).
- 4.1.4. Continuous service rendered in terms of education acts.
- 4.1.5. Continuous service at a statutory institution in those cases where a function and the personnel therewith were transferred from the public service and the same personnel, with the 're-transferring' of such function to the public service is appointed again in the public service.

5. ENCASHMENT OF LEAVE

- 5.1. For purposes of calculating an employee's encashment of his/her annual leave as contemplated in paragraph 3 above, the following formula should apply:


$$\frac{A \times B}{260,714}$$

Where-

- A = represents the employee's basic annual salary payable to him or her on the day he or she qualifies for a 20 or 30 years long service award.
- B = represents the number of annual leave credits that the employee chooses to discount but limited to 10 or 15 working days respectively.

6. GENERAL MEASURES

- 6.1. The cash award of R 3 187 contemplated in paragraph 3.3.1 above will be adjusted annually on 1 April according to the CPIX for the period January to December of the preceding year.
- 6.2. The employee may in the event of the encashment of his/her annual leave as contemplated in paragraph 3 above, select to use either his/her capped annual leave and/or annual leave of the previous leave cycle (if applicable) and/or current leave cycle.

- 6.3. Employees should be afforded the opportunity to choose to have these leave days paid out. If an employee exercises this choice at a later date, payment of these leave days should be based on the basic salary as on the date that s/he has completed the 20/30 years service, respectively.
 - 6.4. The R 3 187 cash award is subject to taxation in terms of the current tax legislation.
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ANNEXURE A



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24 February 2003

**TO THE HEADS OF ALL DEPARTMENTS AND PROVINCIAL
ADMINISTRATIONS**

**LONG SERVICE RECOGNITION SYSTEM: SUPPLY OF GENTS AND LADIES
WRIST-WATCHES**

1. This Department's circular 1/6/16 dated 27 November 2002 in the above regard refers. A copy is attached for ease of reference.
2. The negotiations referred to in the above-mentioned circular is, as yet, not concluded. It is foreseen that once an agreement is concluded, it will be implemented with effect from 1 April 2003.
3. In light of the above the Minister for the Public Service and Administration hereby issues a directive enabling Departments to purchase watches for employees who qualified (or who will qualify) for long service recognition until 31 March 2003. For this purpose, Departments should acquire the necessary watches through their own procurement processes from retail outlets. The watches should, as far as possible, be of similar quality as those available up to 31 January 2002. (A list of watches is attached). The value of the watches, however, should not exceed R3 000. Departments must cover the expenses in this regard from their existing Departmental budgets.
4. With regard to employees who will qualify for long service recognition with effect from 1 April 2003, Departments should await the outcome of the negotiations referred to above.


For **DIRECTOR-GENERAL**

24/2/2003

AIDS is a deadly reality. We are individually responsible to prevent the spread of AIDS

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BRAND	GENTS MODEL NO.	LADIES MODEL NO.
Tissot	T34.5.481.21S T34.2.481.21S T52.5.411.21S T34.2.411.13S	T38.5.186.21S T34.2.281.21S T52.5.121.13S T34.2.111.13S
Delma	667270CH I 667180.1 CI 467270Y WI 467270YL WI	667345 CH I 467345Y WI 667333 WR 467345 YL WI
Rotary	GS963/32 GB952/32 GS962/01 GB962/01	LS963/32 LB952/32 LB962/01 LS962/01