

SUMMARY OF CONCLUSIONS AND RECOMMENDATIONS

LETTER OF 30 DECEMBER 1985 TO HIS EXCELLENCY
THE GOVERNOR TENDERING ADVICE ON THE FIRST STAGE
OF THE REVIEW OF LEAVE AND PASSAGE ARRANGEMENTS
(PART I OF THIS REPORT)

Paragraph

Definition of Leave

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| (1) | Leave in the civil service should be defined as "a period of absence from duty on full pay granted by an employer to employees for recuperation from the pressure of work, for betterment of health and staff morale and for attending to personal matters. In the case of overseas officers, leave is granted also for the renewal of home and family ties". | 4 |
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*Simplification of Existing Types of Leave

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| (2) | Casual and vacation leave should be combined to form a single type of leave which should be non-leave-earning. | 11 |
| (3) | The existing leave-earning rates for serving officers, except for Model Scale 1 staff with less than 10 years' service, should remain unchanged. | 11 |
| (4) | Under the new leave arrangements, the leave-earning rate for Model Scale 1 staff with less than 10 years' service should be increased by half a day from 12 days to 12½ days per year of resident service. | 11 |
| (5) | Revised administrative measures should be introduced to govern the new type of leave, as follows : - | 10 - 11 |

*Please also see recommendation (24) on page 19.

Paragraph

- (i) where leave is taken for not more than 12 consecutive working days, it will be calculated on a working day basis. Leave may be taken in half-day units; and
- (ii) where leave is taken for more than 12 consecutive working days, it will be calculated on a calendar day basis and intervening Sundays and public holidays will be counted as leave. Leave may not be taken in half-day units.

Leave Accumulation Limits

- (6) For serving local officers on the Master Pay Scale or the equivalent, their leave accumulation limits under the new leave arrangements should be fixed at their present levels for vacation leave only. 15 - 16
- (7) The accumulation limits for Model Scale 1 staff should be increased to 45 days for those with less than 10 years' service and fixed at 90 days for those with 10 or more years' service. 15 - 16
- (8) The Administration should devise appropriate interim measures to ensure that no officer is required to forfeit leave due to him when the new accumulation limits are introduced on the combination of casual leave with vacation leave. 17
- (9) The following new accumulation limits should be introduced for serving overseas officers : - 19 - 20

Paragraph

- (a) 120 days of basic vacation leave* for those aged under 40, excluding those aged 35 to 39 with 10 years' service or more; and
- (b) 180 days of basic vacation leave* for those aged 40 or over regardless of length of service and for those aged 35 to 39 with 10 years' service or more.

Flexible Leave Arrangements for Overseas Officers

- (10) A distinction should be made in the two elements of the vacation leave of serving overseas officers, their basic rate (basic vacation leave) which is the same as their local counterparts and the "overseas addition" which is provided to enable them to renew home and family ties. 28 - 29
- (11) Flexibility should be introduced in the leave arrangements for serving overseas officers on vacation leave terms, described as follows : - 29
 - (a) overseas officers may spend the basic vacation leave locally without being subject to the "forfeiture formula";
 - (b) the "overseas addition" element in the vacation leave should be reduced by 20% to 30% (the actual reduction to be determined by the Administration) and should

*There are two elements in the vacation leave of overseas officers : the "basic vacation leave" element and the "overseas addition" element. Please also see recommendation 11(d) on page 14.

Paragraph

all be taken at the end of a normal or notional tour of 2½ years. Passages should be provided when overseas officers take their "overseas addition" to their country of origin;

- (c) overseas officers may combine the basic vacation leave with the "overseas addition" element after their first tour of service; and
- (d) the new leave accumulation limits recommended for overseas officers should exclude the "overseas addition" in their vacation leave.

- (12) The Administration should decide whether the proposed arrangements for greater flexibility in vacation leave should be mandatory for all serving overseas officers. 29

Grading of Passages

- (13) The Administration should review its agreement with British Airways or open negotiation with some other airlines with a view to securing a two-tier system of leave passages for non-Directorate officers as follows : - 33
 - (a) for officers on MPS 48 - 51, point to point full economy class passage or equivalent; and
 - (b) for officers on or below MPS 47, point to point economy class passage or equivalent.

Paragraph

- (14) To ensure that the civil service is always provided with the most cost effective means of air travel, the Administration should be more responsive to changes in the civil aviation field and should always negotiate with British Airways or some other airlines for better terms on leave passages.

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LETTER OF 17 FEBRUARY 1986 TO HIS EXCELLENCY
THE GOVERNOR TENDERING ADVICE ON THE SECOND STAGE
OF THE REVIEW OF LEAVE AND PASSAGE ARRANGEMENTS
(PART II OF THIS REPORT)

Paragraph

Cash Payment in Lieu of Final Leave

- (15) The proposal by the Administration to grant cash payments to civil servants in lieu of final leave should not be adopted in the case of serving civil servants.

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*Annual Leave for Overseas Officers below MPS 48
or the Equivalent

- (16) The Annual Leave Scheme should be extended to serving overseas officers on MPS 38 - 47 or the equivalent, subject to the following modifications : -
- (a) there should be a reduction of 20% to 30% in the "overseas addition" element in the vacation leave of the officers concerned who may then take vacation leave, annually, and spend their basic vacation leave locally without forfeiture; and

12 - 13

*Please also see recommendation (25) on page 19.

Paragraph

- (b) a further reduction should be made in the "overseas addition" element to cover 75% of the additional costs of passages, on the understanding that APEX or some other cheaper air fare should be used to take officers to their country of origin.

- (17) The following annual leave rates per year of resident service should be adopted for serving overseas officers on MPS 38 - 47 or the equivalent on new leave terms : -

15 - 16

- (a) in the case of officers on MPS 44 - 47 or the equivalent :

- (i) 30 days or 42 days (including 12 days' casual leave*) for those aged under 40 but excluding those aged 35 to 39 with 10 years' service or more; and

- (ii) 41 days or 53 days (including 12 days' casual leave*) for those aged 40 or over regardless of length of service and for those aged 35 to 39 with 10 years' service or more.

- (b) in the case of officers on MPS 38 - 43 or the equivalent :

*Casual leave will be combined with vacation leave under the new leave arrangements.

Paragraph

- (i) 30 days or 42 days (including 12 days' casual leave*) for those aged under 40 but excluding those aged 35 to 39 with 10 years' service or more; and
 - (ii) 39 days or 51 days (including 12 days' casual leave*) for those aged 40 or over regardless of length of service and for those aged 35 to 39 with 10 years' service or more.

- (18) The same flexibility as that recommended for serving overseas officers on vacation leave terms in recommendation (11) on page 13 should be allowed in the annual leave arrangements for overseas officers on MPS 38 - 47 or the equivalent. 18

- (19) The proposed modified Annual Leave Scheme should preferably be extended to all overseas officers on a mandatory basis. However, if the Administration decides otherwise and an option is given to individual officers, the option, once exercised, should be irrevocable. 19

*Casual leave will be combined with vacation leave under the new leave arrangements.

Paragraph

- (20) Under the modified annual leave arrangements, the existing passage entitlement of serving overseas officers on MPS 38 - 47 or the equivalent should remain unchanged, i.e. they should be allowed up to a maximum of six full adult fare passages on each trip to their country of origin. 19

Provision of Leave Passages to Local Officers on MPS 51 or the Equivalent

- (21) The proposal by the Administration to extend leave passages to local officers on MPS 51 or the equivalent should not be adopted. 22

Flexible Leave Arrangements for Overseas Officers on MPS 48 - 51 or the Equivalent

- (22) The existing leave arrangements for overseas officers on MPS 48 - 51 or the equivalent who are eligible for the Annual Leave Scheme are already sufficiently flexible and should remain unchanged. 25

Flexible Passage Arrangements for Overseas Officers on MPS 48 - 51 or the Equivalent

- (23) The proposal by the Administration that officers entitled to annual leave with passages should be allowed to use their passage entitlements for two separate journeys within a 12-month period should not be introduced to serving overseas officers on MPS 48 - 51 or the equivalent. 27

LETTER OF 28 JANUARY 1987 TO HIS EXCELLENCY
THE ACTING GOVERNOR TENDERING ADVICE ON
PROPOSED MODIFICATIONS OF RECOMMENDATIONS
SET OUT IN PART I AND PART II
(PART III OF THIS REPORT)

Paragraph

Simplification of Existing Types of Leave

- (24) Serving local officers should be compensated for their loss in leave-earning on the combination of casual leave with vacation leave. 5

The Modified Annual Leave Scheme for
Serving Overseas Officers on MPS 38 - 47
or the Equivalent

- (25) A revised version of the modified Annual Leave Scheme for serving overseas officers on MPS 38 - 47, put forward by the Administration should be adopted. This revised version dispenses with the concept of "flexibility" in spending the "basic vacation leave" element as described in recommendations (11) and (18) on pages 13 and 17 respectively. 11 - 13
- (26) The use of the Excursion fare for the modified Annual Leave Scheme is supported on the proviso that it is only an interim measure to facilitate early implementation of the scheme. 13
- (27) The options made by officers concerned to switch to the modified Annual Leave Scheme should be irrevocable. 14
- (28) The following annual leave rates should be adopted for serving overseas officers on MPS 38 - 47 or the equivalent on new leave terms : - 8 & 15
- (a) 37½ days in the case of officers aged below 40 (excluding those aged 35 to 39, with 10 years' service or more); and

Paragraph

- (b) 46½ days in the case of officers aged 40 or above, or 35 to 39 with 10 years' service or more.

Passage Benefits for Local
Non-Directorate Officers

- (29) Recreational passage or travelling benefits should not be provided for local non-Directorate officers. 17