

MEMORANDUM FOR THE CABINET BY THEPRIME MINISTERClaims by the General Workers' UnionVacation and Sick Leave Entitlement

1. In this Year's budget speech it was stated that "during the year the Government will give effect to its aim of further improving in some measure the benefits of sick and vacation leave to temporary industrial and non-industrial employees".

2. In giving effect to this promise the Government will no doubt keep in view the G.W.U.'s claim that in the matter of sick and vacation leave there should be no discrimination between industrial and non-industrial employees.

3. It is understood that in some countries such as U.K. and U.S.A. no discrimination in fact exists between the various grades of government employees, whether temporary or permanent, in vacation and sick leave entitlement. It is, not easy, therefore, to discard entirely the G.W.U.'s claim in this respect. The following proposals are therefore, being submitted.

VACATION LEAVE

4. The present leave entitlement of pensionable officers appointed on or after the 4th January, 1961, (Vide Appendix I) to be extended to all temporary employees. In the case of industrial employees, as employees in Group VII are equal to Clerical Officers the extension will involve an increase in leave entitlement from the present 12 working days after six months service and 15 working days after 5 years service to 18 days after six months service and 21 days after 10 years service. It is not considered that this extension of vacation leave entitlement to industrial employees will have any effect on private industry. Some firms already have even more generous leave entitlements.

5. This arrangement is considered preferable to an increase in the present entitlement of non-established staff for the following reasons:

- a) It will not give rise to claims for increases by other grades, and
- b) Temporary staff in the higher grades will become entitled to the same vacation leave benefits of pensionable staff. Thus a temporary Medical Officer will have the same leave entitlement as a pensionable Medical Officer and this is considered proper.

6. If the above proposal is accepted provision will have to be made for temporary staff to avail themselves of leave only after it is earned.

SICK LEAVE

7. It may be advisable that this matter be tackled in a radical way, especially as the present sick leave entitlement of pensionable staff is frequently open to abuse. In theory an officer could avail himself of three months sick leave on full pay every year throughout his career without exceeding his entitlement. In a career of 32 years, this represents a possible total of 8 years sick leave on full pay.

8. One way of doing this is to adopt, with effect from a given date, the American system of sick leave, which is common to all American public officers whether temporary or permanent. This consists of an entitlement of 15 days sick leave per year, officers being entitled to bring forward to the following years any balance of entitlement not availed of. Under this system, after a career of 32 years an officer who has never availed himself of sick leave will have an entitlement of 416 days on full pay. This, however, should not be compared with the present maximum entitlement of 182 days on full pay in a period of one year but with the practical maximum of eight years mentioned in the previous paragraph. Indeed in practice, after 32 years service an officer will be entitled to 416 days sick leave less any sick leave availed of during the previous 32 years.

9. This system has the advantage of limiting sick leave to genuine cases. It also has the advantage of providing higher entitlement with advancing age when the possibility of sickness increases.

10. If this proposal is accepted, it will have to be made applicable to all officers, both temporary and pensionable who join the service with effect from a future date. Serving officers will be allowed to retain their present entitlement but will have the option of changing over to the new system as soon as by length of service from the date of introduction of the new system they become eligible to more sick leave than their present entitlement.

11. If it is not desired to adopt the proposal made in paragraph 8, it is suggested that the leave entitlement of all unestablished employees be increased to equal the entitlement of employees on the subordinate Establishment and certain other categories of temporary staff i.e. 30 working days on full pay and 30 working days on half pay in any period of twelve months after a qualifying period of six months continuous service. This would be a substantial improvement on the present entitlement of 15 days on half pay after 6 months service, 15 days on full pay after 10 years service and 30 days on full pay plus 30 days on half pay after 20 years service.

12. This suggestion is likely to be acceptable to the General Workers Union for the time being. It is not excluded however, that, after some time, the Union will continue to press for the cessation of discrimination in sick leave entitlement, and Government may well be pushed eventually into having to accept the extension of the present entitlement of pensionable officers, i.e. six months on full pay in any period of twelve months and six months on half pay subject to a total of twelve months on full and half pay in any period of four years.

13. Ministers are asked to state whether they agree with the suggestion made in paragraph 4 for the increase in vacation leave entitlement of temporary staff, and whether the sick leave entitlement should be as suggested in paragraphs 8 to 10 or in paragraph 11.

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4.2.6.2. Officers appointed to a pensionable office on or after the 4th January, 1961, may be granted vacation leave with full pay within the following quotas in each calendar year:-

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| (a) | Staff on scales with maxima up to and including that of Clerical Officer. | - 18 days
After 10 years total service - 21 days |
| (b) | Staff on scales with maxima above that of Clerical Officer up to and including that of Executive Officer | - 21 days
After 10 years total service - 24 days
After 20 years total service - 27 days |
| (c) | Staff on scales with maxima above that of Executive Officer up to and including that of Administrative Officer | - 24 days
After 10 years total service - 27 days
After 20 years total service - 30 days
After 30 years total service - 33 days |
| (d) | Staff on scales with maxima above that of Administrative Officer up to and including that of Senior Administrative Officer | - 27 days
After 10 years total service - 33 days |
| (e) | Staff on scales with maxima above that of Senior Administrative Officer | - 39 days |
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