



**Vision:** "A High Performing and competent Public Service providing high quality public service to the people"

**Mission:** "To provide and administer the Human Resource framework which promotes a highly skilled workforce that enables Ministries and Agencies to deliver their quality service to the people"

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<b>From:</b>	Secretary, PSO	<b>To:</b>	All Secretaries Commissioner of Police, Betio Chief Registrar, High Court, Betio Attorney-General, AG's Office Bairiki Auditor General, KNAO Clerk to Parliament, Ambo
<b>File Ref:</b>	21/1	<b>Attn:</b>	
<b>Date:</b>	20 <sup>th</sup> July, 2011	<b>Cc:</b>	

**SUBJECT: TERMINAL PAY**

This letter serves to assist addresses on matters concerning the above.

We understand that you are all aware of Cabinet's direction in its 77/10 meeting in 2010 regarding the non-entertainment of terminal pay. Cabinet's decision in connection to terminal pay is as follows;

1. All those retiring prior the decision in 2010 should have taken leave immediately and remaining balance to be paid as terminal pay or remain on the payroll until all leave entitlements are exhausted.
2. All those who will continue in the service and have substantial remaining balance should take leave in order to bring down their leave balance to two years entitlements only.

In compliance with the above, PSO has the mandate to approve terminal pay for individuals who retired from the service prior to the 2010 Cabinet Decision. PSO therefore, wishes to inform you all that the approval for terminal pays is subject to the availability of funds from the concerned Ministry. As such, each claim must be supported accordingly when submitted for PSO's consideration and approval.

PSO wishes to confirm here again (as previously done in our notice dated 12<sup>th</sup> November 2010) that there would be no more terminal pay to employees who were and are still in the service after the 2010 Cabinet decision.

As such, all staff within their respective Ministries and Agencies are urged to take their leave when due to avoid accumulation of leave.

Kam rabwa,

Tererei Abete-Reema  
Secretary, for PSO