

DCS - DSO  
PAO

Madam DSO, can you advise on the leave status and eligibility on the <sup>insertion request</sup> ~~pro-rata~~ leave <sup>before I can comment</sup> on Funding

**REQUEST FOR LEAVE COMPENSATION FOR DCS ROKOLAQA**

1. The purpose of this minute is to request approval for leave compensation for Mr. Simone Rokolaqa.
2. Mr. Simone D. Rokolaqa PAS (CSD) was promoted to Director Corporate Services on three years contract under new terms and conditions with effect from 1 April 2015.
3. Prior to his new appointment/promotion, Mr. Rokolaqa has served for twenty seven years (27) un-broken service in the Public Service and is entitled to 84 consecutive days leave (GO 706 (iv) 2011).
4. Before his posting as First Secretary at the Fiji Embassy in Brazil in June 2011 he had accumulated 55 days annual leave and 15 days pro-rata for the leave year 2010-2011. The total outstanding leave is 70 days.

APAS

Can we discuss this request, pls

|                                                        |                       |
|--------------------------------------------------------|-----------------------|
| Annual Leave 2011 pro-rata (before leaving for Brazil) | 15 days               |
| Leave Year 2009-2010                                   | 21 days               |
| Leave Year 2008-2009                                   | 21 days               |
| Leave Year 2007-2008(bal)                              | 18 days               |
| <b>Total</b>                                           | <b><u>70 days</u></b> |

H  
17/04/2015

5. Annual Leave could not be taken at the time when due to exigencies of work undertaken or the officer was travelling attending international meetings.
6. Since DCS is under a new employment contract I therefore seek your approval if he could be compensated his outstanding leave under his old employment condition so he can start afresh with his new condition.

PAO  
Please confirm if payment was made on the approval issued by PSC, refer to folio 42.

In view of the above I kindly if 154 days could be compensated to Mr. Rokolaqa as per attached leave scheduled as follows;

|                                            |                   |
|--------------------------------------------|-------------------|
| Long Service Leave                         | = 84 days         |
| Annual Leave                               | = 70 days         |
| <b>Total no. of days to be compensated</b> | <b>= 154 days</b> |

APAS  
Please take note of ① below. You have to see the number of days.

Submitted for your kind consideration and approval please.

H  
17/04/2015 Vinaka

*E Sevutia*  
E Sevutia  
APAS (CSD)  
7 April 2014

①  
Madam DSO, this is to confirm that DCS has already paid for the 40 days Approved by PSC in 2011, Payroll through the Payroll; Pay 17/11, Pay Slip attached. Also according to records with Ministry

File No 7, pas  
(15)

Approved as per below for U/S

A/PSEA

Ufs: DSO Recommended, subject to availability of funds in line with PAOs identified option.

Ufs: PAO <sup>(A)</sup> Gov on funding aspects, as previously highlighted, we can always have shortfalls on the PE. However, provided that REQUEST FOR LEAVE COMPENSATION FOR DCS ROKOLAQA can be the options available. provided that Manu 23/04/15 Total Gross \$17,243.

- The purpose of this minute is to request approval for leave compensation for Mr. Simone Rokolaqa.
- Mr. Rokolaqa PAS (CSD) was promoted to Director Corporate Services on a three year contract under new terms and conditions with effect from 1 April 2015.
- Prior to his new appointment/promotion, Mr. Rokolaqa has served for twenty seven years (27) unbroken service in the Public Service and is entitled to 84 consecutive days leave (GO 706 (iv) 2011).
- Before his posting as First Secretary at the Fiji Embassy in Brazil in June 2011 he had been compensated 40 days from the 70 days he accumulated leaving the balance of 30 days. The total outstanding annual leave is 30 days.

|                                                           |                    |
|-----------------------------------------------------------|--------------------|
| Annual Leave 2011 pro-rata<br>(before leaving for Brazil) | 15 days (Pro-rata) |
| Leave Year 2009-2010                                      | 15 days (Balance)  |
| <b>Total</b>                                              | <b>30 days</b>     |

- Mr. Rokolaqa has 84 cc days Long Service Leave due to him as of today. He has not taken this leave even though he applied for 30 cc days in 2000 according to the approval from Finance but due to exigencies of service he did not take it. A declaration form signed by a Barrister is enclosed to support this reasons.

- Since DCS is under a new employment contract I therefore seek your approval if he could be compensated his outstanding leave under his old employment condition so he can start afresh with his new condition.

- The breakdown of his leave is as follows:
 

|                                            |                   |
|--------------------------------------------|-------------------|
| Long Service Leave                         | = 84 days         |
| Annual Leave                               | = 30 days         |
| <b>Total no. of days to be compensated</b> | <b>= 114 days</b> |

- In view of the above I kindly if 114 days could be compensated to Mr. Rokolaqa as per detailed above please. Submitted for your kind consideration and approval please.

E. Sevutia  
A/PAS (CSD)  
23 April 2014

Manu 28/04/15  
PAO

$$30 \text{ days AL} = \frac{30}{5} \times \frac{7}{1} = 42 \text{ c/days}$$

$$\text{LSSL} = \frac{84 \text{ c/days}}{126 \text{ c/days}}$$

F204/202830  
Pay 10/15  
Ch.

(B)  
PAO Manu  
Discussed with DCS on the payment of leave compensation in phases in view of your comments which he has agreed. upon for your necessary action please.

ADSO  
27/04

(D)  
DSO

he should be based on old salary is

13,656.46

your decision please.  
Yinaka.  
Manu 28/04/15

(E) PS.

STATUTORY DECLARATION

I Simione Durdalo Rokolay  
of the Ministry of Foreign Affairs do  
hereby solemnly declare that I  
in 2000 I had applied for  
Long Service Leave for the purpose  
of ~~it~~ receiving the allowance  
but I never took leave.  
at that time I was acting Executive  
officer at the office of the  
Director of Prosecution. I would  
have lost out on my acting if  
I had taken leave.  
Secondly due to work exigencies  
I could not take leave.  
Consistent with my leave records  
my excessive leave is normally  
reimbursed.  
Therefore I declare that I did  
not take any long service leave  
in 2000.

And I make this solemn declaration believing the same to be true and by virtue of the Statutory Declarations ordinance, 1970.

Declared at SUVA }  
this 23rd day of }  
April, 2005 }

before me and I certify that the declaration was read }  
over in the ENGLISH }  
language to the declarant who appeared fully to }  
understand the meaning thereof. }

Rokolay

Bulamainivalu

(Office held or nature of Appointment)

SELAI L. BULAMAINIVALU

89

## APPLICATION FOR LEAVE

|                                                                                                                                                                                                                                                                                              |                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1. Name of Applicant                                                                                                                                                                                                                                                                         | Simione D Rokolaqa                               |
| 2. Office                                                                                                                                                                                                                                                                                    | Director of Public Prosecutions                  |
| 3. Leave conditions under which Officer serves—<br>A—1957 conditions<br>B—1951<br>C—1946<br>D—1938<br>E—pre-1938<br>F—Teachers' conditions<br>G.O. 733<br>G—Teachers' conditions<br>Scheme of Co-operation with N.Z.<br>H—1961 O.A.S. (G.O. Chap. VIII)<br>J—1964 (G.O. Chap. VII-B)<br>1972 |                                                  |
| Leave conditions under which officer previously served                                                                                                                                                                                                                                       | 1988                                             |
| 4. Proposed date of departure                                                                                                                                                                                                                                                                | 8th September 2000                               |
| 5. Salary at proposed date of departure                                                                                                                                                                                                                                                      | \$10,049                                         |
| 6. (a) Date of resumption of duty after last leave<br>(b) Period of resident service<br>(c) Number of days accumulated leave due to Officer                                                                                                                                                  | (1) Pre-1957 conditions<br>(2) 1957 conditions   |
| 7. Leave applied for—<br>Vacation G.O.<br>Accumulated<br>Total leave applied for                                                                                                                                                                                                             | 30 days<br>30 days<br>60 days                    |
| Date of resumption after current leave                                                                                                                                                                                                                                                       | 22nd November 2000                               |
| 8. Compensation leave earned under 1957 leave conditions—<br>Compensated leave G.O.<br>Accumulated leave G.O.<br>Total leave for compensation<br>(To be completed by Officers serving under "D" and "H" leave conditions)                                                                    | days<br>days<br>days                             |
| 9. Number and details of passages applied for (in the case of passages for children, state date of birth in each case)                                                                                                                                                                       |                                                  |
| 10. (a) Address                                                                                                                                                                                                                                                                              | Lot 29<br>Borete Road<br>Nadawa<br>Bank as usual |
| (b) Where to be paid                                                                                                                                                                                                                                                                         |                                                  |
| 11. Signature                                                                                                                                                                                                                                                                                |                                                  |
| 12. How officer's duties are to be carried out                                                                                                                                                                                                                                               | PSC to provide for a reliever.                   |

I certify that the above particulars are correct, and I approve together with a return of \_\_\_\_\_ days' travel leave. I recommend the leave and passages applied for,

Approved: \_\_\_\_\_ Signature of Head of Department

# PAYMENT VOUCHER

Department Treasury

Checked by [Signature]

Allocation As Below

Passed for Payment \_\_\_\_\_

Payee S D Kukulaga (49188)

Station Vr. No. \_\_\_\_\_

Address Public Service

Paid Voucher No. \_\_\_\_\_

Cheque No. \_\_\_\_\_

140

| Detailed Description of Service or Article | Amount |   |
|--------------------------------------------|--------|---|
|                                            | \$     | c |

\* Payment of Leave Allowances for 3rd leave year ending

Long Service Leave Allowance on leave from 1/1/77 in accordance with leave regulation 1988.

Annual Basic Salary : \$ 10047.00

Leave Allowance Category : A

**DEBIT :**

150110003102200

~~\$45.00~~

**CREDIT :**

199040101 - \$

|                                     |
|-------------------------------------|
| CERTIFIED CORRECT                   |
| <u>[Signature]</u>                  |
| for Permanent Secretary for Finance |

904A11004 - \$

~~\$74.75~~

Authority: Q.W. \_\_\_\_\_

Total Due

\*I certify that this claim amounting to.....

..... dollars and .....cents is correct, and was incurred under the authority quoted.

Date ..... Title: for Permanent Secretary for Finance

Received sum of ..... Signature of Receiver.....

Witness..... Date .....

\*This certificate must be completed and signed by the Authorised Officer



**P.S.C.**  
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Suva, Fiji.

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*A/P (S) 1/8*  
*A/P (A) 1/8*  
*Pa deal*  
*1/2/11*

*1/2/11*

Reference: 29/005/110

26<sup>th</sup> July, 2011

The Permanent Secretary for Foreign Affairs & International Cooperation

**APPROVAL FOR PAYMENT OF LEAVE COMPENSATION - MR. SIMIONE ROKOLAQA DURUTALO, PRINCIPAL ADMINISTRATIVE OFFICER [SS01] [EDP 49168]**

*[Your memorandum referenced PF .543 of 19/07/2011]*

Approval is granted to compensate Mr. Simone Rokolaqa Durutalo, Principal Administrative Officer [SS01] [EDP 49168] forty [40] days out of his unutilized fifty-five (55) days annual leave.

This approval is subject to availability of funds.

By a copy of this memorandum, the acting Permanent Secretary for Finance is advised accordingly.

*V. Whippy*  
V. Whippy

for Permanent Secretary for Public Service

$$\begin{aligned} \frac{40}{5} \times 7 &= 56 \text{ days} \\ &= \frac{\$35466}{364} \times \frac{56}{1} \\ &= 5456.31 \end{aligned}$$