



OFFICE OF THE PRESIDENT PUBLIC SERVICE BUREAU

Circular No. 6 Of 2023

DATE: 1 DECEMBER 2023

TO:

Secretaries of State
Attorney General
Commissioner of Police
Chairperson of Constitutional
Appointments Authority
Ombudsman
Director General Seychelles Intelligence
Services

Chairperson of Electoral Commission
Chairperson of Public Service Appeal
Board
Chief Secretary Public Service
Principal Secretaries
Clerk of the National Assembly
Master / Registrar, Supreme Court
Chief Executive Officers

THIRTEENTH MONTH PAY IN THE PUBLIC SECTOR

The National Assembly has passed an amendment that:

- i. A mandatory payment of 100% of 13th month pay is due as prescribed by Section 46C of the Employment Act.
- ii. Notwithstanding (i), as a transitional measure, 50% of the mandatory payment in (i) above is paid automatically and the remaining 50% be subject to performance criteria.

Payment of the thirteenth month pay is guided by the Employment (Amendment) Act, 2016.

This circular contains specific instructions within the spirit of the Act and the Central Government Policies on payment of the 13th month salary.

1. APPLICABILITY

The following shall apply:

Payment of 13th month pay.

- i. The thirteenth month salary shall apply **to both Seychellois and to Expatriate** employees, whether on contract of continuous employment or on fixed-term contract (excluding those on service agreement/contract).
- ii. Seychellois earning a basic salary **up to SCR45,450.00** and payment shall be exempted from income tax deduction.
Seychellois earning a basic salary **above SCR45,450.00** in the Government are eligible, subject that the amount of the thirteenth month pay in excess of **SCR45,450.00 shall not** be exempted emolument under the Income and Non-Monetary Benefits Tax Law (Cap 273).
- iii. Employees who meet the above requirements (i), (ii) **shall automatically benefit 50%** of their monthly basic salary.
- iv. For the other 50%, employees scoring **up to 60%** in their performance appraisal **shall not** benefit from the remaining 50% of their basic salary.
- v. Employees scoring **61% and above** shall earn that respective percentage of the remaining 50% of their basic salary.
- vi. All employees in the government **on local part time training are eligible.**
- vii. Employees who resigned from the Central Government or from a State-Owned Entity (SOE), who are re-appointed in the public service the next working day and have been in employment for at least one year.
- viii. Employees who **have not** been appraised by a performance appraisal system **shall not** benefit from the remaining 50% of their basic salary. All Ministries, Departments and Agencies were informed of this decision in an Information Note dated 25th July 2022 and, were provided with a format to use to assess their staff performance.

Payment of only the 50% mandatory of the monthly basic salary.

- i. All employees who have been in employment for at least one year and are on overseas training.
- ii. All employees who have been in employment for at least one year and are on full time local training (studying full time and are not working).

Eligible only for a pro-rated 50% subjected to an appraisal criteria:

- i. Employees who have been in employment for less than one year whether on contract of continuous employment or fixed-term contract. This will only apply to employees who have been in employment for at least six months and **are still in employment in December 2023**. The duration includes probation period.
- ii. Employees who have been in employment for at least one year, retiring at 60 years old or older and exiting the service in December 2023.

2. NON-ELIGIBILITY

The thirteenth month salary **does not apply** to the President, the Vice President, Ministers, the Speaker and the Deputy Speaker of the National Assembly, the Leaders of Government Business and the Leaders of Opposition of the National Assembly, Members of the National Assembly, the President of the Court of Appeal, the Chief Justice, Judges, Justice of Appeal, Constitutional Appointees, and all Appointees whose salary is prescribed by an Act.

3. PLAN OF ACTION - PAYMENT OF THIRTEENTH MONTH PAY

The plan of action below is to be strictly adhered to for ease of implementation.

- Appraisals are completed by all supervisors - **7th December**.
- Input of all results (using standard Excel template to be provided) by HR taking into consideration all exemptions and submit template to Treasury for importation in payroll system – **15th December 2022**.
- Treasury compiles consolidated payroll and submit to Treasury for onward submission to MDAs for verification and amendments by Accounts unit – **26th December 2022**.
- Amendments by Accounts unit and submission of final 13th month payroll endorsed by Accounting Officer to the Treasury by organizations for processing – **29th December 2022**;
- Payment – **12th January 2023**.

Should you have any questions on the above, please do not hesitate to contact my office in writing.

Thanking you.



Shella Mohideen (Mrs.)
CHIEF SECRETARY AND HEAD OF THE CIVIL SERVICE