

14. PART-TIME EMPLOYMENT

- 14.1 Work is generally considered part-time when employees are contracted to work for anything less than the basic full-time hours. The term 'part-time worker' refers to an employee whose normal hours of work, calculated on a weekly basis or an average over a period of employment of up to one year, are less than the normal hours of work of a comparable full-time worker.
- 14.2 The concept of part-time employment in the public sector was first introduced by the Bureau in the 2008 PRB Report with the objective of allowing public officers aged 50 years or more (below the level of Deputy Permanent Secretary and not for officers in scarcity areas) to opt for part-time work for the rest of their career, thus, offering them the opportunity of a better balance between working life and family responsibilities, training, leisure or civic activities.
- 14.3 At present, the mode of part-time employment in the public sector, is mainly prevalent in the Local Authorities. Employees in certain manual grades such as Sanitary Attendant, Library Attendant, Village Hall Attendant, and TV Attendant and a few non-manual grades like Sewing Teacher and Asian Languages Teacher are mostly employed on a part-time basis in the District Councils. The Municipal Councils have recourse to part-time workers in the grades of Dressmaking Teacher, Instructor/Instructress or Animateur in Embroidery, Music, Photography, Yoga and Sport. Such employees generally put in between 18 hours and 28 hours weekly.
- 14.4 In our successive Reports, we recommended the following provisions in respect of part-time employment, **which we are again maintaining in this Report:**
- (i) Heads of Ministries/Departments and Chief Executives of Parastatal Bodies and Local Authorities should be allowed to enlist the services of part-time employees. The recruitment of such employees should, however, be made according to the existing procedures as for full-time employees.**
 - (ii) All new grades identified that could be filled by part-time employees should be submitted to the MCSAR, which would examine each case on its own merits before submission to the High Powered Committee for approval.**
 - (iii) Public Officers aged 50 years or more holding substantive appointment should be allowed to opt for part-time work for the rest of their career, subject to the exigencies of the service. This provision should not apply to officers of the level of Deputy Permanent Secretary and officers in scarcity areas. Consideration should, however, be given to public officers (particularly working mothers), although below 50 years, who would wish to avail**

themselves of the above recommendations to attend to family obligations.

- (iv) The pay for part-time workers should, in principle, continue to be on a *pro-rata* basis, i.e., a proportion of the full-time rate of pay appropriate to the net number of hours worked. For serving officers opting for part-time working, the pay should be the salary point drawn, on a *pro-rata* basis, at the time of exercising the option and the officer should be allowed to continue to be eligible to earn the annual increment.
- (v) The advice of the Pay Research Bureau should, invariably be sought through the Ministry of Civil Service and Administrative Reforms for pay determination, once the mode of operation of part-time working of any grade has been determined by any public sector organisation.
- (vi) For pension purposes, any period of part-time working for officers holding substantive appointment should be reckoned as pensionable service but on a *pro-rata* basis.

Conditions of Service

- 14.5 With regard to conditions of service, they should, in principle, be in line with those recommended for part-time employees in this Report. We reproduce hereunder the salient ones.

Annual Leave for Part-time Employees

- 14.6 A part-time employee, who has been in continuous employment for a period of 12 consecutive months, should be entitled to 14 working days of annual leave in the case of part-time work that covers five days or more in a week. In the case of part-time work of less than five days a week, the number of annual leave should be pro-rated. A day of leave is reckoned as the day or part thereof the employee is expected to be on duty.

Sick Leave for Part-time Employee

- 14.7
- (i) A part-time employee, who has been in continuous employment for 12 consecutive months and who in principle puts in less than 40 hours of work weekly, should continue to be eligible for sick leave on a *pro-rata* basis depending on the number of hours of work per week based upon the principle of 12 working days' sick leave annually for a 40-hour working week.
 - (ii) Sick leave unutilised at the end of the year out of the annual entitlement of 12 working days, up to a maximum of six days, should be paid in cash each year at the rate of 1/22 of the monthly salary per day.

- (iii) the refund of unutilised sick leave in respect of a part-time employee who puts in less than 40 hours of work weekly should be computed on a *pro-rata* basis depending on the number of hours of work per week.
