REPUBLIC OF VANUATU

TEACHING SERVICE ACT NO. 38 OF 2013

Teaching Service Staff Rules
Order No. 99 of 2024

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REPUBLIC OF VANUATU

TEACHING SERVICE ACT NO. 38 OF 2013

Teaching Service Staff Rules
Order No. 99 of 2024

PART 1 PRELIMINARY MATTERS

1 Interpretation

In this Rule, unless the context otherwise requires:

Act means the Teaching Service Act No. 38 of 2013;

post means a position within the Teaching Service organizational structure into which employees can be appointed to;

temporary salaried employee means a temporary salaried employee under section 41 of the Act;

transfer means the process of transferring an employee from one position within the Teaching Service to another position at any location in Vanuatu.

PART 2 TERMS AND CONDITIONS OF EMPLOYMENT

Division 1 Salary and incremental payments

2 Salary payments

An employee is entitled to the salary determined by the Government Remuneration Tribunal.

3 Hours of work

(1) The hours of work for an employee is 40 hours per week.

(2) To avoid doubt, the hours of work includes contact hours, coordination time and playground supervision.

(3) The hours of work for an employee in a school commences from 7:30 am and ceases on 4:30 pm.

(4) Despite subclause (3), the hours of work for an employee in a school on Friday is from 7:30am and ceases on 11:30am.

(5) The hours of work for the Secretariat of the Commission commences from 8:00 am and ceases on 5:00 pm with 1 hour lunch break.

4 Acting responsibility allowances

(1) An acting responsibility allowance must be paid to the employee who occupies an acting position for up to 10 working days.

(2) The Commission is to approve an acting appointment that is over 10 working days and up to 6 months.

(3) The Chairperson is to approve acting appointments for a period exceeding 6 months for the purposes of filling temporary vacancies.

(4) The rate of the acting responsibility allowance is to be determined by taking into account the difference between the employee's current salary and the salary level of the acting position.

(5) An acting responsibility allowance may be paid to the employee during absence for reason of leave up to 15 days.

(6) An employee must not be appointed to an acting position that is lower to his or her position.

(7) An acting responsibility allowance must not be taken into account when calculating pension or other superannuation benefits of the employee.

5 Extra responsibility allowance

(1) An employee undertaking extra responsibilities is entitled to an extra responsibility allowance approved by the Chairperson.

(2) The Chairperson may approve payment of the extra responsibility allowance to a temporary salaried employee.

(3) The rate of the extra responsibility allowance is to be determined by the Commission.

(4) Extra responsibilities allowance is to be paid to an employee during absence for reason of leave up to 15 days.

6 Posting and transfer costs

(1) Where an employee is posted or transferred to a position at another work location, the posting and transfer costs must be paid by the Commission.

(2) The posting and transfer costs includes the following:

(a) the transportation costs of the employee including the employee's spouse and children; and

(b) the freight cost of the employee's luggage, clothes, kitchen utensils and beddings; and

(c) any other necessary cost relating to the posting or transferring of the employee that is supported by receipts.

(3) The employee is entitled to the following payment before his or her transfer:

(a) VT 50,000 for internal provincial transfer approved by the Commission; and

(b) VT 100,000 for external provincial transfers approved by the Commission

(4) An employee who requested to be transferred must pay his or her own transfer cost.

7 Allowance for teachers in remote schools

(1) For the purpose of this clause, **remote school** means a school that is geographically isolated and has limited access to basic services such as sufficient health services, bank, internet connectivity, network coverage in order to provide effective teaching service.

(2) An approved employee who is posted or transferred to a remote school is entitled to a remote allowance of VT 700,000 per annum.

8 Domestic travel allowance and associated costs

(1) An employee who is traveling on official duty must obtain prior approval from the Commission.

(2) An employee is to be paid a daily subsistence allowance of VT 5,000 per night if he or she is approved to travel on official duty domestically.

(3) The daily subsistence allowance form is set out under Schedule 2.

(4) An employees' accommodation is to be paid directly to the service provider by the organisation engaging the employee.

(5) The travelling allowances and associated cost for a teacher or principal travelling for school activities approved by the School Council, is to be paid by the School Council.

9 Overseas travel allowance

(1) An employee travelling overseas on official duty is entitled to an overseas travelling allowance.

(2) The overseas travelling allowances are set out under Schedule 1.

(3) An employee travelling overseas on official duty must fill out the Individual Employee Overseas Travel Approval Form set out under Schedule 3.

(4) A group of employees travelling overseas on official duty as a group must fill out the Mission Group Overseas Travel Approval Form as set out under Schedule 4.

(5) If the accommodation and food are provided or paid for, the organization engaging the employee must pay the 60% of the oversea travelling allowance per.

10 Fees of official service

If an employee performs a service on behalf of the Teaching Service that requires a payment, that payment must be paid into the Public Fund Account.

Division 2 Allowances

11 Child allowance

(1) A permanent employee is entitled to the payment of child allowance:

(a) for up to 2 children under 18 years of age; and

(b) for biological or adopted children for which the employee has the legal custody.

(2) An application for child allowance must be made in the Child Allowance Form set out under Schedule 5.

(3) If the application for the child allowance is received within 3 months from the date of birth, adoption or the date where the employee joined the Teaching Service, the payment of the child allowance is to be back-dated to the date of birth, adoption or to the date when the employee joined the Teaching Service.

(4) If the application for the child allowance is received after 3 months from the date of birth, adoption or the date which the employee joined the Teaching Service, the payment of the child allowance is to be paid from the date the application is received by the office of the Teaching Service.

(5) The adoption of a child must be in accordance with legal formalities and must be signed by a Judicial Officer.

(6) The rate of the child allowance is VT 52,000 per annum per child.

(7) The child allowance is to be paid through the employee's salary.

(8) If both parents are employed as permanent employees in the Teaching Service or in the Vanuatu Government:

(a) only 1 parent is entitled to be paid the child allowance; and

(b) in the case where the parents are divorced, the child allowance must be paid to the parent having legal custody of the child.

(9) An employee must inform the Teaching Service that he or she is no longer entitled to be paid the child allowance if:

(a) the child is a deceased; or

(b) the employee no longer has the legal custody of the child, or

(c) the child reaches 18 years of age.

(10) An employee who makes a false declaration in order to obtain child allowances to which he or she is not entitled to, is liable to a penalty as may be imposed by the Commission.

(11) To avoid doubt, the following employee are not entitled to received child allowance:

(a) employees employed on temporary and probationary status; and

(b) daily rated workers; and

(c) persons engaged on a contractual basis.

12 Housing allowance

(1) A permanent employee is entitled to housing allowance which must be paid through the employee's salary.

(2) The rate of housing allowance is set out under Schedule 1.

(3) To avoid doubt, the following employees are not entitled to received housing allowance as set out under Schedule 1:

(a) employees employed on temporary and probationary status; and

(b) daily rated workers; and

(c) persons engaged on a contractual basis.

(4) Despite paragraph (3)(c), a person engaged on a contractual basis may be entitle to housing allowance if it is provided for in his or her contract.

Division 3 Leave entitlements

13 Leave entitlements

(1) An employee is entitled to the following leave:

(a) annual leave; and

(b) sabbatical leave; and

(c) leave without pay; and

(d) sick leave; and

(e) maternity and paternity leaves; and

(f) family leave; and

(g) compassionate leave; and

(h) personal leave; and

(i) study leave; and

(j) special event leave; and

(k) secondment leave.

(2) The leave form is set out under Schedule 6.

14 Annual leave

(1) The rate of annual leave is 21 working days.

(2) The rate of the annual leave provided for in subclause (1) is to be increased to:

(a) 2 working days per month after 20 years of employment; and

(b) 4 working days per month after 25 years of employment; and

(c) 6 working days per month after 30 years of employment.

(3) Subject to the approval of the Commission, a teacher or a principal must take this or her annual leave only at the end of the academic year and before the beginning of the academic year.

(4) A staff of the Secretariat of the Commission must take his or her annual leave in accordance with the provisions of the Employment Act [CAP 160].

(5) For the purposes of annual leave of teachers and principals, school holidays are considered as the working days which teachers and principals may attend and participate in courses, workshops or conference relevant to the teaching profession.

(6) An employee that resigns from the Teaching Service and has not completed a full year of service is to be entitled to leave proportional to the period of service completed.

15 Home island travelling claim

(1) Subject to subclause (3), a permanent or temporary salaried employee is entitled to be reimbursed for an amount equivalent to 50% of the total cost of returning from his or her home island.

(2) The cost includes the total fare of transportation for the spouse and up to 4 children of the employee.

(3) The employee must produce the receipts or other documentary evidence to support his or her claim under subclause (1).

(4) The application form for Reimbursement is set out under Schedule 7.

16 Sabbatical leave

(1) Subject to the approval of the Commission, an employee is entitled to sabbatical leave of a period not exceeding 2 years if it is in the public interest for the employee to engage in duties outside the Teaching Service.

(2) Sabbatical leave is to be considered as an effective service.

(3) To avoid doubt, the salary of an employee on sabbatical leave is to be paid by the organisation that engaged the employee.

(4) A person may be appointed on a temporary status to occupy the position of the employee on sabbatical leave.

17 Leave without pay

(1) Subject to the approval of the Commission and for the purposes of urgent private affairs of an employee, the employee is entitled to leave without pay for a period not exceeding 6 months.

(2) A person may be appointed on a temporary status to occupy the position of the employee on leave without pay.

18 Sick leave

(1) An employee is entitled to sick leave on full salary for a maximum period of 21 days in each consecutive period of 12 months, provided that each sickness necessitating an absence of exceeding 24 hours is supported by a medical certificate received within 48 hours of the absence.

(2) The period of absence exceeding 24 hours not supported by a medical certificate is to be treated as absence without leave and must be without pay.

(3) If the employee exhausted his or her required days of annual leave, he or she may obtain the approval of the Commission for additional days not exceeding 42 days.

(4) The Commission before approving the additional days as sick leave, must ensure that the employee provides a medical certificate to certify that he or she needs additional days of sick leave.

(5) If the employee continues to be sick after the additional days of sick leave, the Commission must request a medical practitioner to examine the employee and provide the Commission with a medical certificate for further decision to be made by the Commission.

19 Maternity and paternity leaves

(1) A female employee is entitled to maternity leave on full salary of up to 6 weeks before and 6 weeks after the estimated date of confinement.

(2) The female employee must provide her medical certificate indicating the date of confinement.

(3) Maternity leave is to be considered as effective service.

(4) Any extension of maternity leave is to be considered as a sick leave.

(5) A male employee is entitled to a paternity leave of 3 days on full salary on occasion of the birth of his child.

20 Family leave

An employee is entitled to 5 working days family leave on full salary upon approval of the Chairperson on the occasion of his or her marriage.

21 Compassionate leave

An employee is entitled to the following compassionate leave on full salary upon the approval of the Commission:

(a) 10 working days of a death of his or her parent, child, immediate brother or sister, and her husband or his wife; and

(b) 1 working day for the death of other close relatives.

22 Personal leave

An employee is entitled to 5 working days of personal leave on full salary, upon the approval of the Commission, on the occasion of his or her medical appointment, religious observance or residence relocation.

23 Study leave

(1) An employee who intends to undertake further study must obtain approval of the Commission for his or her program of study.

(2) If the Commission approves for the employee's program of study, the employee must then apply to the Commission for study leave.

(3) The period of study leave depends on the qualification of the program of study.

(4) An employee may request paid leave for the actual day of exams.

(5) The salary of an employee who is approved to undertake further study through scholarship is to be paid as follows:

(a) during the first year of study, he or she is to receive 100% of salary payments; and

(b) during the second year and onwards, he or she is to receive 75% of the salary per year.

(6) To avoid doubt, the cost of study for the employee under subclause (5) is no to be reimbursed.

(7) An employee who undertakes correspondence study under private sponsorship or loan, the Commission must reimburse the tuition fees upon successful completion of each course.

(8) An employee who is on study leave without the approval of the Commission is subject to be discipline by the Commission.

(9) An employee who is approved to undertake further study must, on his or her return from the study leave, serve the Commission for a period of 2 years before being eligible for another study leave.

(10) An employee who is approved to undertake further study must sign a training bond with the Commission indicating that the he or she must, on his or her return, serve the Commission for a period of 5 years before resigning from the Commission.

24 Special event leave

(1) If an employee is selected as a member of a religious, cultural or sports team representing a community, island, province, municipality or Vanuatu, upon request from the appropriate authority, he or she must obtain approval from the Commission for the special event leave.

(2) A special event leave is for a period of 10 working days and the employee is entitled to full salary during that period.

25 Secondment leave

An employee is entitled to 1 year secondment leave on full salary, upon approval of the Commission, where in the opinion of the Commission the leave is to be of assistance in furthering the employee's development and will achieve the employer's goals.

PART 3 MANAGING EMPLOYEES' DISCIPLINE

26 Disciplinary process

The following procedures must be followed if the Commission received a complaint for a breach of discipline:

(a) the Commission must meet as soon as practicable from the date of receiving the complaint to assess the complaint; and

(b) upon assessment:

(i) if the complaint is for an offense against a teacher or principal and is minor, it must be dealt with in accordance with subsection 54(3) of the Act; and

(ii) if the complaint is for an offence against any other employee and is minor, it will be dealt with by the Secretary; and

(iii) if the complaint is for an offense against the Secretary and is minor, it will be dealt with by the Commission; and

(iv) if the offense is not minor, the Commission must apply the disciplinary procedure under Part 9 of the Act.

27 Disciplinary offences

An employee must be discipline if he or she commits any of the following offence:

(a) fails to comply with the requirements of the Act or any Regulation made by the Commission; or

(b) during his or her duties, disobeys, disregards or wilfully make any default in carrying out any lawful order or instruction given by any person having authority to give the order or instruction; or

(c) discharges his or her duties negligently, carelessly, indolently, inefficiently or incompetently; or

(d) behaves in a manner to cause distress to other employee or to affect the performance of another employee; or

(e) consume liquors, drugs or kava in a manner that affects his or her performance; or

(f) misuses or fail to take care of property, monies, stamps, securities or instruments under his or her custody; or

(g) discloses any information acquired by him or her during the course of his or her duties for personal gain; or

(h) is absent without leave or valid excuse; or

(i) is guilty of an offence under any Act; or

(j) conducts himself or herself in such a way that is likely to affect his or her performance or is likely to bring the Teaching Service into disrepute.

PART 4 MANAGING EMPLOYEES' GRIEVANCES AND MANAGING CESSATION OF EMPLOYMENT

Division 1 Managing employees' grievances

28 Process of managing employees' grievances

The following process must be followed to lodge a claim to the Commission:

(a) a teacher must lodge a written claim to the Secretariat of the Commission; and

(b) the Secretariat of the Commission must, within 28 working days from receiving the claim, respond in writing by setting out the procedures to be taken to settle the claim; and

(c) if the claimant is not satisfied with the decision of the Commission, then the claimant must refer the matter to be dealt with by the Commissioner of Labour in accordance with the Trade Dispute Act [CAP 162].

Division 2 Managing cessation of employment

29 General principles of cessation of employment

(1) The Commission may terminate an employee from employment in accordance with the terms and conditions of the contract of employment, this Rule, the Act, and any other Act.

(2) The Commission must be independent and not be subject to the direction or control of another person when exercising its power to terminate an employee.

30 General period of notice for cessation of employment

(1) Subject to this Rule or the employment contract, the period of notice in the Employment Act [CAP 160] must apply when an employee's employment ceases.

(2) An employee's employment may be terminated by either party without notice during the probationary period.

31 General entitlements

Subject to any other entitlements provided in the employment contract, an employee is entitled to standard payments under clause 34 after the end of his or her employment with the Teaching Service.

32 Standard payments

The standard payments are as follows:

(a) salary accrued up to the date of the end of the employee's employment; and

(b) accrued allowances rounded up to the end of the month in which the employee's employment ceases; and

(c) severance payment calculated at the rate of 2 month's salary per year of completed service for employees employed in the Teaching Service who are entitled to severance.

33 Specific categories of cessation of employment

An employee cease to be employed in the Teaching Service if he or she:

(a) reach the retirement age; or

(b) retire on medical ground; or

(c) reach the end of his or her employment contract; or

(d) resign voluntarily; or

(e) is terminated as the result of a disciplinary offence; or

(f) is deceased.

34 Required periods of notice and employee entitlements

The periods of notice and employee entitlements are set out in the table below:

Category of cessation	Period of notice	Entitlements
Age retirement	2 weeks to 3 months depending on period of service in accordance with the Employment Act [CAP 160]	Standard payments calculated at the rate of 2 months' salary per year

Medical retirement	Depend on the medical advice	Standard payments calculated at the rate of 2 months' salary per year
End of temporary salaried employment	1 week or as specified in employee's contract	Standard payments in accordance with the Employment Act [CAP 160]
Voluntary resignation	2 weeks to 3 months depending on period of service in accordance with the Employment Act	Standard payments calculated at the rate of 2 months' salary per year
Termination of employment as the result of a serious misconduct	At the discretion of Commission	In accordance with subsection 55(2) the Employment Act [CAP 160] the employee is not entitled to severance
Termination of employment	2 weeks to 3 months depending on the period of service in accordance with the Employment Act [CAP 160]	Standard payments calculated at the rate of 2 months' salary and in accordance with the Employment Act [CAP 160]
Death of an employee	Not applicable	Standard payments calculated at the rate of 2 months' salary per year of completed service. If applicable, repatriation costs of the body back to their home island and place of origin on the request of his or her family members and a financial assistance of VT200,000

35 Age retirement

(1) Subject to early retirement, the retirement age is 60 years.

(2) An employee retiring on the basis of reaching the retirement age is to be paid the entitlements as specified in the table in clause 34.

36 Medical retirement initiated by a permanent employee

(1) To avoid doubt, the period of notice under clause 34 does not apply to medical retirement initiated by an employee.

(2) An employee may apply for retirement if 2 registered medical practitioners certified in writing that the employee is unfit to continue to carry out his or her duties.

(3) The Commission may request an employee to undergo further medical examination at the expense of the Commission.

(4) For the purposes of calculating the severance of an employee under this clause, the last day of employment by the employee is to be the date in which the employee provides his or her medical retirement.

37 Entitlements and confidential

(1) An employee who retires on medical grounds is entitled to his or her entitlement under clause 34.

(2) The medical reports and other documents relating to the medical retirement of an employee is confidential and is to be used only for the purposes of medical retirement by the Commission and the relevant authorities.

38 End of temporary salaried employment

(1) Temporary salaried employees may be employed for a period not exceeding 6 months.

(2) The period under subclause (1) may be extended for another period not exceeding 6 months.

(3) A temporary salaried employee who intends to retire or is to be terminated must be given 1 weeks' notice of such retirement or termination.

(4) The period of notice under subclause (3) does not apply to an employee who is guilty of serious misconduct or is unable to perform his or her duties.

(5) Subject to the contract of an employee under this clause, the employee is entitled to the entitlements under clause 34.

(6) A temporary employee who is employed for a period of 12 months is entitled to the payment of severance.

39 End of employment contract

(1) The employment of a person employed on a contractual basis is to be terminated according to the provision of his or her contract or the Employment Act [CAP 160] as the case maybe.

(2) A person employed under this clause is entitled to the benefits specify in his or her contract of employment.

(3) The provisions of the Employment Act [CAP 160] apply if there is no termination or benefit provisions in the contract of employment of an employee under this clause.

40 Voluntary resignation

(1) An employee may resign by tendering to the Commission his or her resignation.

(2) The resignation is to be effective on the date on which the Commission approves the resignation.

(3) An employee under this clause is entitled to the benefits under clause 34.

41 Dismissal as the result of a disciplinary offence

An employee dismissed under section 53 of the Act may be dismissed without notice or without payment in lieu.

42 Dismissal as the result of underperformance

An employee dismissed by the Commission for underperformance is entitle to the entitlements and must be given a period of notice as specified under clause 34.

43 Refusal to accept a transfer without valid reason

(1) Subject to section 40 of the Act, the Commission may terminate an employee if the employee does not accept his or her transfer after the 3 months of receiving the notice of his or her transfer and does not provide to the Commission a valid reason within 3 months of receiving the notice.

(2) An employee terminated under subclause (1) is entitled to his or her entitlements under clause 34.

SCHEDULE 1 – ALLOWANCES AND ADDITIONAL PAYMENTS

NOTE: In all calculations, fractions or decimals in final figures should be rounded upwards to the nearest whole VT. Total time worked should be rounded off to the nearest quarter hour.

TYPE OF ALLOWANCE OR PAYMENT	RATE
Allowance for teachers in remote schools.	VT 700, 000 per annum, allowance for teachers in remote schools.
Daily Subsistence Allowance	Permanent employees and temporary salaried employees: VT5000 per day.
Overseas Travel: In the Pacific Island countries Within Australia, New Zealand and Asia Europe, United State of America	 VT 20000 per day subsistence VT 30000 per day subsistence VT 40000 per day subsistence
Child Allowance	VT 52000 per annum per child for two (2) children
Housing Allowance	VT 360, 000 per annum for permanent employees

SCHEDULE 2 – DAILY SUBSISTENCE ALLOWANCE FORM

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

- **VANUATU NATIONAL PROVIDENT FUND DETAILS – Please provide you VNPF name and number**

Name		VNPF#		Employee ID (TSC Use Only)	
Position Title		Post Number		Normal Work Location	

- **INSTRUCTIONS**

When filling up this form, ensure that all the appropriate documents required are attached.

- **Copy of invitation letter**
- **Copy of the Itinerary**

Please Note:

- **Temporary salaried employees are not entitled to this benefit**
- Any applicant providing false documents or information shall be subject to disciplinary action and their application rejected.

- **RETURN COMPLETED APPLICATION FORM TO: Teaching Service Commission**

NO	1. Purpose of travel (Please indicate by providing details of travel)	
1	Duty Travel	
2	Workshop Training	
3	Other Please Specify:	

NO	2. ITINERARY (Place to Visit)	Traveling Dates	
		From	To

1			
2			
3			
4			

I certify that to the best of my knowledge the information provided above is correct and true. And in the event that it is found to be intentionally incorrect or misleading I may face disciplinary action. I also undertake to reimburse any amount paid to myself as a result of the incorrect or misleading information.

1. STAFF SIGNATURE	
Signature:	Date:

RECOMMENDATIONS

I certify that the above employee will attend the Duty Travel/ In-service workshop /training at the location, on dates and times specified in the above information. The above employee will be on official duty away from his normal work location.

It is recommended the above employee be paid a Daily Subsistence Allowance for days in accordance with *Schedule 1 Allowances and Additional Payments*

2. School Principal	
Name:	School Location:

TEACHING SERVICE COMMISSION APPROVAL

Signature:	Date:

Approval is granted / withheld *(circle decision)* for the above mentioned employee to receive the Daily Subsistence Allowance as requested noting any comments below:

Comments:

_____

_____

_____

_____

_____

_____

CHAIRPERSON:

Name:_____**Position**:

_____

Signature:_____ **Date**:

_____

SCHEDULE 3 – INDIVIDUAL OVERSEAS TRAVEL APPROVAL FORM

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

1 VANUATU NATIONAL PROVIDENT FUND DETAILS – Please provide your VNPF name and number

Name		VNPF#		Employee ID (Tsc Use Only)	
Position Title		Post Number		Normal Work Location	

❖ **INSTRUCTIONS**

When filling up this form, ensure that all the appropriate documents required are attached.

- **Copy of invitation letter**
- **Copy of the Itinerary**

Please Note:

- **Temporary salaried employees are not entitled to this benefit**
- Any applicant providing false documents or information shall be subject to disciplinary action and their application rejected.

❖ **RETURN COMPLETED APPLICATION FORM TO: Teaching Service Commission**

Has applicant been overseas on official duty on previous occasions: Yes / No (If yes, please attach details)

2. JUSTIFICATION AND DURATION OF ABSENCE:

Purpose of the travel:

_____
_____
_____
_____
_____
_____

Duration of proposed Travel: From:_____To:
_____

What benefit will Vanuatu get from your travel?

I certify that to my best of knowledge the information provided above is correct and true. And in the event that it is found to be intentionally incorrect or misleading I may face disciplinary action. I also undertake to reimburse any amount paid to myself as a result of the incorrect or misleading information.

3. STAFF SIGNATURE	
Signature:	Date:

RECOMMENDATIONS

I certify that the above employee will attend the Duty Travel/ In-service workshop /training at the location, on dates and times specified in the above information. The above employee will be on official duty away from his normal work location.

It is recommended the above employee be paid a Daily Subsistence Allowance for days in accordance with *Schedule 1 Allowances and Additional Payments*

4. SCHOOL PRINCIPAL	
Name:	School Location:
Signature:	Date:

2. TEACHING SERVICE COMMISSION APPROVAL

Approval is granted / withheld *(circle decision)* for the above mentioned employee to receive the Daily Subsistence Allowance as requested noting any comments below:

Comments:

CHAIRPERSON

SCHEDULE 3 – INDIVIDUAL OVERSEAS TRAVEL APPROVAL FORM

Name:_____**Position:**

_____

Signature:_____ **Date:**

_____

SCHEDULE 4 – MISSION GROUP OVERSEAS TRAVEL APPROVAL FORM

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

❖ **VANUATU NATIONAL PROVIDENT FUND DETAILS – Please provide you VNPF name and number**

Name		VNPF#		Employee ID (Tsc Use Only)	
Position Title		Post Number		Normal Work Location	

❖ **INSTRUCTIONS**

When filling up this form, ensure that all the appropriate documents required are attached.

- **Copy of invitation letter**
- **Copy of the Itinerary**

Please Note:

- **Temporary salaried employees and contract workers are not entitled to this benefit**
- Any applicant providing false documents or information shall be subject to disciplinary action and their application rejected.

❖ **RETURN COMPLETED APPLICATION FORM TO: Teaching Service Commission**

This form is to be completed by the School / Institution / Department proposing the mission and no expenditure must be committed in respect of the proposed mission until approval has been given for the mission.

1. DESCRIPTION OF MISSION

Purpose of Mission	**Please indicate what benefits to the Teaching Service Commission or Ministry of Education will be derived from the mission** *(If insufficient space, provide supporting paper)*

2 MEMBERS OF PROPOSED MISSION *(If insufficient space,*

please attach full details)

Proposed members of Mission group		**Justification for including this person on the Mission Group**	**Acting arrangements to be made to cover the duties of absent officers**	
Name	**Post Title**		**Name**	**Post Title**

3 PLACES AND ORGANISATIONS TO BE VISITED - DETAILS AND DATES

(If insufficient space, please attach full details)

Place/organization	**From/to**	**Brief details of purpose at each place and organization**

COST OF PROPOSED MISSION GROUP TRAVEL

How will the proposed travel be funded e.g. Ministry or Departmental Budget or Donor etc.

Total estimated travel cost:_____VT_____

Total Acting Allowances to be paid:_VT_____

I hereby apply for approval for mission group and agree to coordinate the preparation of a detailed report on the benefits to the Teaching Service Commission or Ministry of Education, to my Director and Director-General within one month of the group's return.

Mission Leaders Name:_____Signature:_____

Date:_____

Duration of proposed Travel: From:_____To:
_____

What benefit will Vanuatu get from your travel?

I certify that to best of knowledge the information provided above is correct and true. And in the event that it is found to be intentionally incorrect or misleading I may face disciplinary action. I also undertake to reimburse any amount paid to myself as a result of the incorrect or misleading information.

1. STAFF SIGNATURE	
Signature:	Date:

I certify that to best of knowledge the information provided above is correct and true. And in the event that it is found to be intentionally incorrect or misleading I may face disciplinary action. I also undertake to reimburse any amount paid to myself as a result of the incorrect or misleading information.

RECOMMENDATIONS

I certify that the above employee will attend the Duty Travel/ In-service workshop /training at the location, on dates and times specified in the above information. The above employee will be on official duty away from his normal work location.
It is recommended the above employee be paid a Daily Subsistence Allowance for days in accordance with Schedule 1 *Allowances and Additional Payments*

4. TEACHING SERVICE COMMISSION APPROVAL

Approval is granted / withheld *(circle decision)* for the above mentioned employee to receive the Daily Subsistence Allowance as requested noting any comments below:

Comments:

_____
_____
_____

Chairperson

Name:_____**Position:**
_____

Signature:_____ **Date:**
_____

SCHEDULE 5 – CHILD ALLOWANCE FORM

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

❖ **VANUATU NATIONAL PROVIDENT FUND DETAILS – Please provide you VNPF name and number**

Name		VNPF NO		Teacher ID *(TSC Use only)*	

❖ **INSTRUCTIONS**

- This application form:
  - is to be completed by teachers within three (3) months of commencing employment or the birth of a new child
  - may only be available for up to two (2) children
  - is not available for children over the age of 18 years
- ***Please Note:*** Any applicant providing false documents or information shall be subject to disciplinary action
- Section 7 is to be completed by officers appointed by TSC **ONLY**

❖ **DOCUMENTS**

- The following clearly printed copies and/or original documents will need to be provided to support your application.
- Complete the applicant checklist by ticking (✓) or writing N/A *(not applicable)*

NO	ITEM	CHECKLIST	
		Applicant Check	TSC use only
1	Copy of your Teaching Service Commission (TSC) letter of appointment		
2	Copy of your child/ children's birth certificate/s		
3	Copy of certificate/s of child adoption countersigned by magistrate *(if applicable)*		
4	Original school attendance certificate from the principal for children fourteen (14) or over		

❖ **RETURN COMPLETED APPLICATION FORM TO THE TEACHING SERVICE COMMISSION.**

1. APPLICANT INFORMATION

Title	
First Name	
Surname or Family Name	

SCHEDULE 5 – CHILD ALLOWANCE FORM

Other Names							
Gender	Male ☐	Female ☐	Date of Birth	Day / Year	/ Month	/	

2. WORK DETAILS

School/ College Name							
Work Location *(include Island/ Area)*		Contact No					
Entry Date of Service *(dd/mm/yyyy)*							
Post Title							
Employment Status	Permanent ☐	Temporary ☐	Probation ☐	Local Contract ☐			

3. SPOUSE DETAILS

Name of Spouse				
Is he/she employed by Vanuatu Government?	Yes ☐	No ☐		
If YES, state the Government Ministry or Department he/she is attached to:				
If NO, and employed state	Name of Company		Name of Work Place	
Has your spouse/de facto partner submitted a claim for home island leave Travel in the current year?	Yes ☐	No ☐		

4 NAME AND AGE OF CHILDREN

	Child's Name	Age
1		
2		

I _____, hereby certify that the information provided is true and correct. *(Full name of applicant)*
I also certify that I have legal custody of the above children and for whom I am financially responsible. I also understand any false declaration made by me to obtain an allowance to which I am not entitled, may be subject to disciplinary action by the Teaching Service Commission.

Signature of Applicant		Date *(dd/mm/yyyy)*	

5 APPROVALS

Authority	Name	Signature and Official Stamp	Approved Yes, No, Pending	Date *(dd/mm/yyyy)*
Head Teacher/ Principal				
Please add any comments				
Secretary, Teaching Service Commission				
Please add any comments				

6 TSC ADMINISTRATION USE ONLY

TSC send a response to the applicant about their application outcome	Day ☐ / Month ☐ / Year ☐
TSC send a copy of the approved applicant letter and application form to Finance Section of MoET	Day ☐ / Month ☐ / Year ☐

SCHEDULE 6 – APPLICATION FOR LEAVE FORM

INSTRUCTIONS FOR COMPLETING THIS APPLICATION FORM

- **VANUATU NATIONAL PROVIDENT FUND DETAILS – Please provide you VNPF name and number**

Name		Number		Teacher ID *(TSC Use only)*	

- **INSTRUCTIONS**

  - When filling up this form, ensure that all the appropriate documents required are attached:
    - ✓ *A confirmation letter providing the purpose of the leave and other relevant documents.*

  - It is important that the Provincial PEO's approves your leave before you go on leave.

NB: Taking leave before approval is an act of breach of the TSC ACT so the staff involved may face disciplinary action.

  - **Please Note:**

    (a) Any applicant providing false documents or information shall be subject to disciplinary action and their application rejected.
    (b) **Two (2) weeks prior to the end date of your leave**, you are to notify the commission in writing whether to extend or to return back service.

- **RETURN COMPLETED APPLICATION FORM TO:** Teaching Service Commission

1. APPLICANT INFORMATION

Name of Staff					
Post Title					
Employment Status					
Contact (Mobile/Email)					
Gender	Male ☐	Female ☐	Date of Birth	Day / Month / Year	

2. WORK DETAILS

School/ College Name	
Work Location *(include Island/ Area)*	
Entry Date of Service *(dd/mm/yyyy)*	

3. Types of Leave (Please tick the appropriate one)

Annual Leave		Compassionate Leave	
Sick Leave		Special Event Leave (for International and Provincial Events)	
Sabbatical Leave		Maternity Leave	
Leave Without Pay		Study Leave (*(attach all details of intended study course)*	
Family Leave		Personal Leave	
Secondment Leave		Paternity Leave	

4. LEAVE DETAILS		
A. Requested leave period	From (Inclusive): / /	To (Inclusive): / /
b. Total leave Period:	Months/Year	

44 Commencement

This Rule commences on the day on which it is published in the Gazette.

Made at Port Vila this 10th **day of** July **, 2024.**

Hardison TABI
Acting Chairperson

Alice KALO
Member

Marie Chanel MANWO
Member

Paul TAGARO
Member

c. Purpose of leave		
d. Destination of leave to be taken		
e. Contact details while on leave	Mobile #:	Email:

5. STAFF SIGNATURE	
Signature:	Date:

6. RECOMMENDATIONS	
A. School Principal	
Principal's name:	Name of School:

B: Teaching Service Commission approval	
Yes ☐	No ☐
Comments:	
Chairperson	

SCHEDULE 6 – APPLICATION FOR LEAVE FORM

Name:	
Signature:	Date:

SCHEDULE 7 – APPLICATION FOR REIMBURSEMENT FORM

COMPLETING THIS APPLICATION FORM

- **VANUATU NATIONAL PROVIDENT FUND DETAILS – Please provide you VNPF name and number**

Name		VNPF#		Teacher ID (TSCc Use Only)	

- **INSTRUCTIONS**

When filling up this form, ensure that all the appropriate documents required are attached.

- **The original receipts of all your expenses**
- **Copy of the approved documents**

i) **Study Exp**- Study approval form

Please Note:

- **Temporary salaried employees and contract workers are not entitled to this benefit**
- Any applicant providing false documents or information shall be subject to disciplinary action and their application rejected.

- **RETURN COMPLETED APPLICATION FORM TO: Teaching Service Commission**
- **DOCUMENTS**
  - The following clearly printed copies and/or original documents will need to be provided to support your application.
  - Complete the applicant checklist by ticking (✓) or writing N/A *(not applicable)*

NO	ITEM	CHECKLIST	
		Applicant Check	TSC use only
1	**The original receipts of all your expenses**		
2	**Copy of the approved documents**		

1. APPLICANT INFORMATION

Title	

SCHEDULE 7 – APPLICATION FOR REIMBURSEMENT FORM

First Name				
Surname or Family Name				
Gender	Male ☐	Female ☐	Date of Birth	Day / Month / Year

2. WORK DETAILS

School/ College Name			
Work Location *(include Island/ Area)*		Contact No	
Entry Date of Service *(dd/mm/yyyy)*			
Post Title			

3. TYPE OF REIMBURSEMENT CLAIMED *(Tick the appropriate box)*

EXPENSES TYPE	Tick (√)
I. Study Expenses –TSC staff Rule section 2.7.6	

4. STUDY EXPENSES

(Entitlement to study expenses are in accordance with section 2.7.6 of the VTSSR)

Details of Expenses:

FULL DETAILS OF POSTING EXPENSES BEING CLAIMED – (ATTACH ALL ORIGINAL RECEIPTS)	TOTAL AMOUNT (VUV)

(SEE ATTACHED ORIGINAL RECEIPTS) TOTAL AMOUNT PAID OUT VT	

5. CLAIMING EMPLOYEE'S CERTIFICATION

I certify that I have necessarily incurred and paid for the above expenses, that I have attached original receipts, and that I now wish to claim reimbursement from the Government.

6. CLAIMING EMPLOYEE'S CERTIFICATION

I certify that I have necessarily incurred and paid for the above expenses, that I have attached original receipts, and that I now wish to claim reimbursement from the Government.

Name			
Signature of Applicant		Date *(dd/mm/yyyy)*	

7. RECOMMENDATIONS

a. School Principal

I certify that the above information is correct and that the applicants is entitled to the expenses which they are claiming reimbursement for, and that the applicant and/or spouse has not made a previous claim for these expenses

Name of Principal			
Signature of Applicant		Date *(dd/mm/yyyy)*	
Name of School/Institution			

8. TEACHING SERVICE COMMISSION APPROVAL

Reimbursement of expenses claimed for _____ (applicant's name)
Are APPROVED ☐ / NOT APPROVED ☐ (Tick the appropriate box)
noting any comments below:

_____
_____
_____
_____

Chairperson			
Name			
Signature /Stamp		Date *(dd/mm/yyyy)*	

9 TSC ADMINISTRATION USE ONLY

TSC send a response to the applicant about their application outcome	Day / Month / Year
TSC send a copy of the approved applicant letter and application form to Finance Section of TSC.	Day / Month / Year