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G.N.No. 736/2025

**PUBLIC SERVICE (ADDITIONAL HOURS OF ATTENDANCE)  
(CIVIL AVIATION STAFF) REGULATIONS 2025**

**SL No. 34 of 2025**

Notified: 27<sup>th</sup> June, 2025

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The Cabinet makes the following Regulations under Sections 45 and 130 of the *Public Service Act 2016*:

**1 Citation**

These Regulations may be cited as the *Public Service (Additional Hours of Attendance) (Civil Aviation Staff) Regulations 2025*.

**2 Commencement**

These Regulations commence on the date they are notified in the Gazette.

**3 Application**

These Regulations apply to employees of the Department of Transport engaged under the Civil Aviation Division who are required to perform duties outside of their ordinary working hours.

**4 Definitions**

In these Regulations, unless the context otherwise requires:

**'Act'** means the *Public Service Act 2016*;

**'additional hours of attendance'** means hours in addition to the normal working hours on a working day and hours worked on days other than on a working day;

**'civil aviation staff'** means officers or employee within the Civil Aviation Division of the Department of Transport;

**'normal working hours'** means the standard 8 hours per day from Monday to Friday as per Section 41 of the Act, excluding public holidays and includes those working on shift for 8 hours per day (which are the usual standard hours as per Section 41 of the Act) from Monday to Friday;

**'working days'** has the same meaning given to it under the *Interpretation Act 2011*; and

**'public holiday'** means a public holiday as provided under *Section 81* of the Act.

**5 Maximum allowable additional hours of attendance**

A civil aviation staff shall not be required or permitted to work more than 20 additional hours of attendance in any week.

**6 Remuneration for additional hours**

Additional hours of attendance worked on Monday to Friday (excluding public holidays) shall be compensated at the rate of 1.5 times the officer's ordinary hourly rate.

Additional hours of attendance worked on Saturdays, Sundays and public holidays shall be compensated at the rate of 2 times the officer's ordinary hourly rate.

**7 Authorisation and records**

(1) All additional hours of attendance shall be approved by the Director of Civil Aviation or a delegated officer in writing.

(2) An approval under subregulation (1) shall be done before a civil aviation staff undertakes works that requires him or her to work additional hours of attendance.

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- (3) The Department shall ensure that accurate records of additional hours of attendance is maintained and verified for payment process.

**8 Management of additional hours of attendance**

The Director of Civil Aviation shall ensure that the use of additional hours of attendance is managed in a fiscally sustainable manner and within the annual budget allocation approved for the Civil Aviation Division.

**9 Review**

These Regulations shall be subject to review every two years from the date of commencement or earlier as deemed necessary by the Secretary for Transport or Cabinet.