

A ADMINISTRATIVE SUPPORT TEAM MEMORANDUM



Vientiane, Laos

Number 73-001

July 10, 1972

SUBJECT: Severance Pay Plan - FSL and TCN Employees

I. PURPOSE

To set forth the policy and procedures governing the severance pay plan for direct-hire and personal service contract-hire local and third country national employees of the U.S. Mission.

2. POLICY

It is the policy of the Mission that severance payment be made to all eligible personnel, under the conditions set forth below, upon involuntary separation from employment. Severance pay will be in addition to payments made for final salary due and for lump-sum payment due for accrued annual leave.

3. ELIGIBLE PERSONNEL

Direct-hire and personal service contract-hire FSL and TCN employees are eligible for severance pay in case of involuntary separation, that is separation that has been initiated by the employer and that is not for cause, such as for grave misconduct, or felony, or abandonment of position. Termination of employment by death or disability qualifies for severance payment.

4. NON-ELIGIBLE PERSONNEL

- a. Personnel separated for cause.
- b. Hourly, project or casual-hire personnel (employees paid by the hour, day or month).

DIST:

Embassy - 100
USIS - 15

ARMA/AIRA - 60
USAID - C, D, E₁, F

Air America - 1 (info)
CASI - 1 (info)

- c. Personnel employed under non-personal service contract of the U.S. Government.
- d. Personnel eligible for immediate annuity for retirement under regulations of the U.S. Government Civil Service Commission.
- e. Personnel transferred without a break in service of more than three calendar days to another U.S. Government agency.

5. CONDITIONS GOVERNING ELIGIBILITY

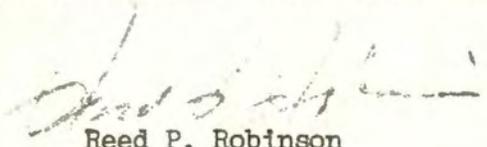
- a. A minimum of one year's continuous service in a direct-hire or personal service contract-hire position is required for eligibility for severance payment.
- b. In a case of conversion from hourly, project or casual-hire status to direct or personal service contract-hire status, creditable service begins with date of direct or personal service contract-hire appointment.
- c. In a case of transfer without a break in service of more than three calendar days from a direct or personal service contract-hire position with another U.S. Government agency, the period of creditable service begins with the earliest date of direct or personal-service-contract appointment, provided service has been continuous and no severance payment has been received during the period.
- d. In a case of re-appointment with the same or another U.S. Government agency following a break in service of more than three calendar days but during the period covered by a severance payment which had been made, creditable service begins on termination of the period covered by the severance payment.
- e. Authorized leave of absence in a non-pay status will be considered creditable service if it does not exceed three months in the aggregate in any calendar year. However, all service in a leave-without-pay (LWOP) status will be considered creditable if caused by job-related physical disability.

6. RATE AT WHICH SEVERANCE PAYMENT IS MADE

- a. For each full year of service, up to a maximum of ten years: Two weeks' salary, based upon rate of straight-time pay on date of separation.
- b. For months of service in excess of one full year: The two weeks' salary will be prorated by quarters, that is for additional service of more than three months but less than six months; one quarter of two weeks' salary is payable.

7. EFFECTIVE DATE

The plan is effective on issue date of this Memorandum, which supersedes Administrative Support Team Memorandum No. 69-002 dated August 20, 1968.



Reed P. Robinson
Chairman