



**Salaries & Remuneration  
Commission**  
*Rewarding productivity*

Ref. No. **SRC/TS/TA/ 3/10 (86)**

**19<sup>th</sup> November, 2014**

All County Secretaries  
All Secretaries, County Public Service Boards  
All Secretaries, County Assembly Service Boards

**ANNUAL LEAVE ALLOWANCE FOR STATE OFFICERS AND OTHER PUBLIC OFFICERS SERVING AT THE COUNTY GOVERNMENT**

The above subject refers.

In exercise of its mandate under Article 230 (4) of the Constitution, the Salaries and Remuneration Commission has set leave allowance for the County Executive Committee Members (CECs) and advised on leave allowances for other public officers serving at the County Government. The allowance shall be paid as shown in **Table 1**.

**Table 2: Leave Allowance for CECs and other Public officers serving at the County Government**

Sample Designation	Civil Service Job Group & Equivalent	Leave Allowance P.a.
County Executive Committee Member, Chairperson and Member, County Public Service Board, County Secretary, Chief Officer/Chief of Staff and County Assembly Clerk	S	10,000
Secretary, County Public Service Board, Directors, Economic, Legal & political Advisors and City Manager	R	10,000
County Administrator, Principal manager/Officer	Q	10,000
Sub-County Administrator, Town Administrator, Senior Officer I	P	10,000
Ward Administrator, Senior Officer II	N	6,000
Personal Assistant, Officer I	M	6,000
Village Administrator, Personal Secretary, Officer II	L	6,000
Driver	H	4,000
Messenger, Tea person, cook	E	4,000
Gardener	D	4,000

**NB:**

- (i) The allowance is payable to the respective officers only once in a Financial Year.
- (ii) Leave allowance shall not be paid to an officer serving in any elective or nominative position.

The purpose of this Circular therefore, is to inform you of the Commission's decision and advice and to request you to ensure compliance with the contents.

**Anne R. Gitau (Mrs.)  
AG. COMMISSION SECRETARY**

**CC:**

**The Chairman**

Transition Authority

**NAIROBI**

**The Principal Secretary**

National treasury

**NAIROBI**

**The Auditor General**

Kenya National Audit Office

**NAIROBI**

The Controller of Budget

BIMA House

**NAIROBI**

All County Governors

All Chairpersons, County Public Service Boards

All Chairpersons, County Assembly Service Boards