



THE TECHNICAL INSTITUTE AND COMMUNITY COLLEGE
BOARDS EMPLOYMENT REGULATIONS 1976

DENIS BLUNDELL, Governor-General

ORDER IN COUNCIL

At the Government House at Wellington this 20th day of December 1976

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Education Act 1964, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

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REGULATIONS

1. Title and commencement—(1) These regulations may be cited as the Technical Institute and Community College Boards Employment Regulations 1976.

(2) These regulations shall come into force on the day after the date of their notification in the *Gazette*.

2. Interpretation—In these regulations, unless the context otherwise requires,—

“Board” means a Board or other governing body having control of a Technical Institute or Community College and, in relation to any officer or temporary employee, means the Board by which he is employed:

“Director-General” means the Director-General of Education:

“Education Authority” means a Board, an Education Board, the governing body of a secondary school, a Secondary Schools Council, a Teachers College Council, or a University Council:

“Institutes Association” means the Technical Institutes Association of New Zealand:

“Minister” means the Minister of Education:

“Officer” means an employee of a Board who devotes all his working time to the duties of his position, and does not include a temporary employee:

Provided that no employee shall be deemed not to devote the whole of his working time to the duties of his position by virtue only of the fact that, with the approval of the Board, he undertakes other work outside those duties that is, in the opinion of the Board, work of a minor nature.

“Position” means a position in the employment of a Board:

“Review committee” means the committee established pursuant to regulation 5 of these regulations:

“Salary step” means one of 2 or more rates of annual salary specified in the First Schedule to these regulations as appropriate to an officer holding a position of one grade:

“School Certificate” means a standard of success in the School Certificate Examination for the time being specified by the review committee in the *Education Gazette* as satisfactory for the purposes of these regulations:

“Service”, in relation to the entitlement to leave of any officer of a Board, means the aggregate of the following periods:

(a) Any period of service as an officer of a Board:

(b) Any period of service in the employment of the Crown, or education authority other than a Board, or a local authority within the meaning of the Local Elections and Polls Act 1966, which is recognised by the review committee as equivalent to whole-time service in the employment of a Board:

(c) Any period of service before the commencement of these regulations that was recognised by a Board immediately before the commencement of these regulations as equivalent to whole-time service in the employment of a Board:

“Sixth Form Certificate” means a standard of passes and grades in the Sixth Form Certificate for the time being specified by the review committee by notice in the *Education Gazette* as satisfactory for the purposes of these regulations:

“Staff Association” means the Technical Institutes Ancillary Staff Association Incorporated:

“Working day” means the hours during which an officer is required by the terms of his employment by a Board to be on duty on a day that is not a holiday.

PART I

GENERAL

3. Application—These regulations apply to all employees of Boards whose conditions of employment are not fixed by any award of the Industrial Commission, by any agreement registered under the Industrial Relations Act 1973, by any order made pursuant to section 13 of the Apprentices Act 1948, or by an order or determination made under the State Services Remuneration and Conditions of Employment Act 1969.

4. Staff Association—The Staff Association shall be recognised by the Minister and the Institutes Association as representing all persons to whom these regulations apply in matters dealing with their employment.

PART II

REVIEW COMMITTEE

5. Review committee—(1) There is hereby established a review committee, which shall comprise:

- (a) The Director-General, or an officer of the Department of Education for the time being authorised by him to act in his stead; and the Director-General or that person shall be the chairman of the review committee:
- (b) The Chairman of the State Services Commission, or an officer of the State Services Commission for the time being authorised by him to act in his stead:
- (c) The following persons appointed by the Minister:
 - (i) One other officer of the Department of Education:
 - (ii) Two persons nominated by the Institutes Association, each being a member of a Board:
 - (iii) Two persons nominated by the Staff Association, neither being an employee of a Board.

(2) Where a member of the review committee appointed by the Minister is incapacitated by illness, absence, or other sufficient cause from performing the duties of his office, the Minister may appoint another suitably qualified person to act as that member's deputy; and every such deputy shall be deemed to be a member of the review committee at any meeting not attended by the member whose deputy he is.

(3) A member of the review committee appointed by the Minister, and every deputy appointed by the Minister pursuant to subclause (2) of this regulation, shall hold office at the pleasure of the Minister:

Provided that the term of office of any such member shall in no case exceed 3 years; but he shall be eligible for reappointment.

(4) Meetings of the review committee shall be held at such times and places as the chairman may from time to time determine:

Provided that the chairman shall call a meeting within 14 days of so being requested by 3 other members of the review committee.

(5) The chairman shall preside at every meeting of the review committee, and the business of the meeting shall not be transacted unless he and at least 3 other members are present.

(6) Every question before the review committee shall be decided by the votes of the majority of the members present; and the chairman shall have a deliberative vote and, in cases of equality, he shall also have a casting vote:

Provided that unless a question before the review committee relates to any salary scale, condition of employment, or delegation of power, the member specified in subclause (1) (b) of this regulation shall not be entitled to vote on it.

(7) The review committee may from time to time set up such committees, or co-opt such persons as it thinks fit, to advise it on any specified matter or matters.

(8) The review committee may authorise any of its members, any member of a subcommittee set up by it, or any person co-opted by it to carry out an inspection of the duties and responsibilities of any officer employed by a Board; and any person so authorised may at all reasonable times for that purpose enter the office of a Board.

(9) Except as provided in this regulation, the review committee may conduct its procedure as it decides.

(10) There shall be paid to the members of the review committee, out of money appropriated by Parliament for the purpose, such remuneration by way of fees, salary, or allowances as the Minister of Finance may decide, and travelling allowances and expenses in accordance with the Fees and Travelling Allowances Act 1951; and the provisions of that Act shall apply accordingly as if the review committee were a statutory Board within the meaning of that Act.

(11) There shall be paid to members of subcommittees established by the review committee and persons co-opted to assist the review committee, out of money appropriated by Parliament for the purpose, such remuneration by way of fees, salary, or allowances as the Minister of Finance may decide, and travelling allowances and expenses as if they were members of the review committee.

6. Delegation of powers—(1) The review committee may from time to time, either generally or particularly and subject to such conditions as it may specify, delegate to one or more of its members, any Board, or any other person or persons any of its powers other than the power of delegation conferred by this subclause; and subject to the conditions (if any) subject to which any such power has been delegated, the person or persons to whom the power has been delegated may exercise it as if it had been conferred directly by these regulations and not by delegation.

(2) Every delegation under subclause (1) of this regulation shall be revocable at will by the review committee; and no such delegation shall prevent the exercise by the review committee of any of its powers.

(3) Notwithstanding any change in the membership of the review committee, every delegation under subclause (1) of this regulation shall continue in force according to its tenor until it is revoked.

(4) In the absence of proof to the contrary, every person or group of persons acting pursuant to a delegation under this regulation shall be presumed to be acting in accordance with the conditions subject to which the delegation was made.

7. Joint ascertainment of grade—When so directed by the Minister, and acting in conjunction with the committee established pursuant to regulation 6 of the Education Boards' Employment Regulations 1958, the review committee shall nominate the position in the employment of a Board that, in the opinion of the joint review committees, has the greatest duties and responsibilities, and shall recommend a grade for that position.

PART III

GRADES

8. Grades—Every position shall have a grade determined in accordance with this Part of these regulations:

Provided that the grade of every position immediately before the commencement of these regulations shall continue until that position is regraded in accordance with these regulations.

9. Board to fix lower grades—A Board may determine that any position be graded or regraded to a grade below grade G:

Provided that a position shall not be regraded from above grade F to below grade G without the prior consent of the review committee.

10. Review committee to fix higher grades—(1) Subject to subclause (2) of this regulation, the review committee may determine that any position be graded or regraded to a grade above grade F.

(2) The review committee shall not determine that the grade of any position be, or be raised to, a grade above grade N except with the approval of the Minister.

11. General regradings—(1) Subject to regulation 10 of these regulations, the review committee shall, within 5 years of the commencement of these regulations and thereafter, in relation to each Board, at intervals not exceeding 5 years, conduct a general review of the grades of positions in the employment of Boards graded above grade F and, where appropriate, regrade any such position:

Provided that the review committee shall give to every Board the grades of positions in whose employment it intends to review at least 3 months' notice of its intention to do so.

(2) Subject to regulation 9 of these regulations, every Board shall, at the time when the review committee is conducting a general review of the grades of positions in its employment pursuant to subclause (1) of this regulation, conduct a general review of the grades of positions in its employment and, where appropriate, regrade any such position.

12. Individual regrading—Subject to regulation 9 of these regulations, on the application of the Staff Association or the Board, the review committee shall examine the grade of any position and, where appropriate, regrade that position.

13. Regrading criteria—In grading or regrading a position the Board or, as the case may be, the review committee shall have regard to the nature and importance of the duties and responsibilities of the position, and the qualifications, experience, and ability of the officer for the time being holding the position.

14. Salary step on regrading—Where any position is regraded to a grade to which 2 or more salary steps apply, the determination may specify one of those steps as the initial step at which an officer holding that position is to be paid.

15. Effective date of determination—Every determination of the grade of a position shall specify the day on which the determination is to take effect; and every such determination shall take effect accordingly.

16. Reconsideration of determination—(1) An officer who is dissatisfied with a determination made pursuant to regulation 11 of these regulations by a Board or the review committee of the grade of the position he holds may, within 28 days of the date the determination was issued or such longer period as the review committee may allow, apply to the review committee for a reconsideration of the determination.

(2) The review committee shall appoint as early a date as may be practicable for the hearing of the application.

(3) At the hearing of the application the officer concerned may appear in its support, with or without an advocate, submit a written statement, or be represented by an advocate; and the Board concerned may be represented by any member or officer, authorised for that purpose, or may submit a written statement.

(4) After hearing all submissions and considering all written statements submitted, the review committee shall either affirm or amend the relevant determination; and if it amends the determination, the determination as amended shall take effect on such day as the review committee specifies or, if it specifies no day, shall be deemed to take or to have taken effect, as the case may be, on the day the original determination was to take effect.

(5) The review committee may require a Board to meet the reasonable costs incurred by an officer in its employment who appears in support of an application for the reconsideration of a determination in respect of a position he holds.

PART IV

SALARY

17. Salary dependent on grade—Subject to this part of these regulations, every officer in the employment of a Board shall be paid the annual salary specified in the First Schedule to these regulations as appropriate to the grade of the position he holds:

Provided that where an officer holds a position graded grade A, he shall be paid not less than the salary step specified in the First Schedule to these regulations as being appropriate to his age and qualifications.

18. Salary where grading of position reduced—Where, except for this regulation, the regrading of the position held by an officer would have the effect of reducing the annual salary to the payment of which he is entitled, the appropriate Board may, with the prior approval of the review committee, continue to pay him the annual salary to the payment of which he would be entitled if that position had not been regraded.

19. Salary steps—An officer holding a position of a grade to which 2 or more salary steps apply who is not being paid at the highest of those steps shall, after having been paid at some lower salary step for 12 months, be paid at the salary step next above that lower salary step.

20. Review of salary scales—(1) Whenever adjustments are made to pay scales in the State services, the review committee shall examine the salary scales prescribed by these regulations and recommend to the Minister any adjustments that may, in the opinion of the review committee, be necessary to reflect changes in pay scales in the State services.

(2) On the application of the Institutes Association or the Staff Association, and at such other times as it thinks fit, the review committee shall examine the salary scales prescribed by these regulations and make such recommendations concerning their amendment to the Minister as it thinks desirable.

PART V

APPOINTMENT, DISMISSAL, AND TRANSFER OF OFFICERS

21. Advertisement—Subject to regulation 28 (1) of these regulations, every vacant position of a grade higher than grade A shall be advertised in the *Education Gazette*; but no position shall be deemed to be vacant by virtue only of having been regraded.

22. Applications—Applications for vacant positions advertised in the *Education Gazette* shall be received by the appropriate Board up to such date after the expiration of 14 days from the date of the advertisement as the Board may decide.

23. Temporary employees—A person belonging to any of the following classes of person shall not be capable of appointment to any position except as a temporary employee:

- (a) Persons who have attained the age of 55 years and are neither officers nor persons of equivalent status in the employment of an Education Authority;
- (b) Persons available only, or intended to be employed, for fewer hours than the normal weekly hours specified in regulation 30 of these regulations.

24. Appointment of temporary employees—(1) Subject to sub-clause (2) of this regulation, a Board may appoint a temporary employee to any vacant position.

(2) The following provisions shall apply to the appointment by a Board of a temporary employee to a position:

- (a) No temporary employee shall be appointed if a person suitable for appointment as an officer is available;
- (b) If the position is graded higher than grade A, no temporary employee shall without the prior consent of the review com-

- mittee, be appointed to it for a longer period than is necessary to advertise for and appoint an officer, which consent shall not be given unless the review committee thinks there are special circumstances, has given the Staff Association an opportunity to make representations, and considered any representations made by it:
- (c) The Board may dismiss a temporary employee without notice in the case of misconduct, and in all other cases by giving him 7 days' notice in writing signed by the Chairman or Chief Executive Officer of the Board:
 - (d) A temporary employee may be employed to work such hours as the Board may determine:
 - (e) A temporary employee who is employed to work the normal weekly hours specified in regulation 30 of these regulations shall be paid at such annual rate of salary, not exceeding the maximum appropriate to a position of that grade, as the Board thinks fit:
 - (f) A temporary employee who is not employed to work the normal weekly hours specified in regulation 30 of these regulations shall be paid each 14 days an amount not exceeding the proportion of $14/365$ of the maximum annual salary for that position as the number of hours per 14 days he works bears to 75:
 - (g) The Board shall, at intervals not exceeding 12 months, consider the necessity of employing the temporary employee, and shall dismiss him unless it is satisfied that his continued employment is required in the public interest.

25. Reconsiderations—(1) Except in the case of the appointment to a position in the employment of a Board of an officer employed by that Board in a position whose maximum salary is the same as that of the position to which he is appointed, the appointment by a Board of an officer to a position higher than grade A, otherwise than pursuant to subclause 9 of this regulation, shall be provisional if any unsuccessful applicant is an officer in the employment of a Board.

(2) Every unsuccessful applicant for a position to which a provisional appointment has been made may apply for a reconsideration of an appointment made to it if he is an officer.

(3) As soon as possible after making a provisional appointment, a Board shall give to every person having a right to apply for a reconsideration of it notice of the appointment.

(4) Where the person to be given notice pursuant to subclause (3) of this regulation is an officer of the Board making the appointment the notice shall be in writing requiring a signed and dated acknowledgement of receipt; and in all other cases the notice shall be by registered letter requiring an acknowledgement of receipt.

(5) No application for reconsideration shall be considered unless it is forwarded to the Board making the appointment by the same means as notice of the appointment was given to the applicant within 14 days of the date the notice was given to him pursuant to subclause (4) of this regulation.

(6) All applications for the reconsideration of an appointment by a Board shall be considered by the Board as soon as practicable after the expiry of the period within which the applications must be forwarded;

and the Board shall notify every applicant whose application was forwarded within that time of the date, time, and place of the meeting.

(7) An applicant may appear in support of his application, with or without an advocate, or may be represented by an advocate; but every advocate shall be a member or officer of a Board:

Provided that no member of the Board making the appointment shall be an advocate.

(8) If an applicant appears in person to present his case he shall, if the hearing is held in some centre other than that in which the offices of his employing Board are situated, be paid by the appointing Board the actual and reasonable expenses incurred by him in attending the hearing.

(9) When the appointing Board has considered all applications it shall either confirm the appointment or rescind it and appoint one of the applicants; and in either case the decision of the Board shall be final.

(10) Where an officer provisionally appointed to a position has given notice to his employing Board of his intention to resign and take up that position, that notice shall not take effect unless his appointment to that position is confirmed.

26. Termination of employment—(1) No officer shall resign from his employment without having given to the Board not less than 3 months' notice in writing in the case of an officer holding a position above grade G, or, 1 month's notice in any other case, of his intention to do so:

Provided that a Board may in any case accept such lesser period of notice as it thinks fit.

(2) A Board may summarily dismiss an officer for dereliction of duty, gross misconduct, or insubordination, by giving him notice in writing, signed by the Chairman or Secretary of the Board, of his dismissal and the reasons therefor.

(3) Subject to subclause (2) of this regulation, no Board shall terminate the employment of an officer except after the expiration of 3 months' notice in writing in the case of an officer holding a position above grade G, or 1 month's notice in writing in any other case, of its intention to do so:

Provided that in any case the Board may before the expiration of that notice pay to the officer the salary he would have earned during the unexpired portion of that notice; and the termination shall then take effect immediately.

(4) Every officer shall retire upon the day upon which he attains the age of 65 years in the case of an officer who was in the employment of a Board immediately before the commencement of these regulations, or on the day upon which he attains the age of 60 years in any other case:

Provided that an officer who has elected to contribute to the Government Superannuation Fund in respect of notional service, in accordance with section 23A of the Superannuation Act 1956 shall, if it is earlier than the day upon which he attains the age of 65 or 60 years, as the case may be, retire either on a day earlier than that upon which he would otherwise be required to retire by virtue of his age by a period equal to the period of his notional service or on the day upon which he completes 40 years of contributory service (inclusive of notional service), whichever may be the sooner.

(5) Upon the application of an officer's Board, and after considering any representations from the Staff Association, the Review Committee may, in exceptional circumstances authorise the officer to continue in

the employment of the Board until a day later than that upon which he would otherwise be required to retire pursuant to subclause (4) of this regulation; and that officer shall retire on that later day.

27. Appeals against dismissal—(1) An officer of a Board employed by it for more than 1 year whose employment has been terminated otherwise than by retirement may within 21 days of receiving notice in writing thereof appeal in writing to the Chairman of the Board against the decision to terminate his employment; and the Chairman shall forthwith inform the Staff Association and the Minister.

(2) Within 21 days of the receipt of an appeal, there shall be set up an appeal board to hear it, consisting of one representative appointed by the Board (who shall not be a member of the Board), one representative of the Staff Association (who shall not be an employee of a Board), and a Barrister and Solicitor of the Supreme Court of New Zealand of not less than 7 years' practice who shall be appointed by the Minister and shall be the chairman of the appeal board and determine its procedure.

(3) The Chairman of the Board shall submit the appeal to the appeal board together with a written statement of the Board's reasons for dismissing the appellant.

(4) Subject to subclause (3) of this regulation, all evidence before the appeal board shall be given on oath.

(5) At the hearing of the appeal, which shall be as soon as may be practicable, the appellant shall appear in person and the Board shall be represented by a member or officer thereof; but each may be assisted by counsel.

(6) The appeal board shall either sustain the dismissal or require the Board to reinstate the appellant; and the appellant shall be dismissed or reinstated accordingly.

(7) An appellant who has been reinstated shall be paid by his employing Board for any period between the time of his dismissal and his reinstatement for which he has not been paid.

(8) Every appeal board is hereby declared to be a statutory Board within the meaning of the Fees and Travelling Allowances Act 1951; and there may be paid to the members of any such appeal board, out of money appropriated by Parliament for the purpose, remuneration by way of fees and travelling allowances and expenses in accordance with that Act, and the provisions of that Act shall apply accordingly.

28. Transfer of officers—(1) A Board may move an officer from one position to another of the same grade or, in the case of a position with more than one grade, the same maximum grade, whether by exchange of position with another officer or otherwise.

(2) Within 21 days of having been informed of the intention of the Board so to move him, the officer may apply to the Board to reconsider the decision to move him.

(3) The Board shall, as soon as may be practicable, hear the officer in support of his application; and a representative of the Staff Association may speak on his behalf at the hearing.

PART VI

CONDITIONS OF EMPLOYMENT

29. Determinations—To the extent that these regulations do not provide for the conditions of employment of any persons to whom they

apply, the Minister may from time to time, on the recommendation of the review committee, issue determinations governing those conditions of employment; and until revoked or amended by the Minister in like manner every such determination shall be binding on those persons as if it were part of these regulations.

30. Hours of work—(1) In this regulation, “weekday”, in relation to an officer in the employment of a Board, means any day that is not a Saturday, a Sunday, or a public holiday observed by that Board.

(2) Except when on leave granted by the Board, an officer shall work at least 7½ hours on every weekday, these hours including 2 breaks of 10 minutes each for morning and afternoon tea, which shall be regarded as time worked.

(3) On each weekday an officer of a Board shall be allowed a break of 1 hour for a meal between the hours of midday and 2 p.m.; but that break shall not be regarded as time worked.

(4) Notwithstanding the provisions of this regulation, a Board may from time to time permit all or any of its officers to adopt a system of flexible working hours for the time being approved by the State Services Commission in respect of persons employed in the Public Service.

(5) Any system of flexible working hours adopted shall be subject to the same conditions as those prescribed for persons in the Public Service; and a Board proposing to adopt any such system shall obtain details of those conditions from the review committee.

31. Review committee to recommend changes—On the application of the Institutes Association or Staff Association, and at any other time it thinks fit, the review committee shall examine any aspect of the conditions of employment of persons to whom these regulations apply and, if it thinks fit, recommend to the Minister that it be amended.

32. Overtime—(1) Subject to regulation 30 (5) of these regulations, when an employee of a Board is required to work on a public holiday observed by the Board or on a Saturday or Sunday, or in excess of 8 hours on a weekday, the time so worked shall be overtime.

(2) Payment for overtime shall be made in such circumstances and at such rates as the review committee may from time to time determine:

Provided that the rates of overtime payable by Boards immediately before the commencement of these regulations shall continue in force until the review committee makes a determination in the matter.

(3) Subject to the proviso to regulation 39 (7) of these regulations, no employee of a Board shall take or be granted any time off or leave in lieu of payment for overtime, or in compensation for overtime worked.

33. Meal allowance—(1) Where an employee of a Board is required to work more than 2 hours’ overtime in any day, he shall be entitled, in addition to any payment for overtime, to payment of a meal allowance.

(2) Payment of a meal allowance shall be at the same rate and subject to the same conditions as determined from time to time by the State Services Commission in respect of persons employed in the Public Service.

34. Travelling allowance—Travelling allowances and expenses shall be payable to employees of Boards on the same scales and under the same conditions as determined from time to time by the State Services Commission in respect of persons employed in the Public Service.

35. Motor vehicle allowance—(1) Where an employee at the request of the Board uses his own vehicle for the purposes of his work the Board shall pay him motor vehicle allowance.

(2) The motor vehicle allowance shall be payable at the same rates and subject to the same conditions as determined from time to time by the State Services Commission in respect of persons employed in the Public Service.

36. Removal expenses—(1) An officer, on being transferred to a Board from another Board, the Public Service, or an Education Authority, whether in the public interest, to meet the convenience of a Board or of the Department of Education, or in the course of promotion, shall be paid, by the Board to which he transfers, removal and transfer expenses, including those of his dependent family, on the same terms and subject to the same conditions as those prescribed by the State Services Commission in respect of persons employed in the Public Service.

(2) In any case not provided for under subclause (1) of this regulation, where an officer incurs removal and transfer expenses in taking up a position on the staff of a Board, the review committee may, if it considers special circumstances warrant the payment of those expenses, require that the Board pay them at the same rate as provided for such expenses under subclause (1) of this regulation, and the Board shall pay them accordingly.

(3) A person recruited in New Zealand to the service of a Board otherwise than from the service of another Board, the Public Service, or an Education Authority, may be paid removal and transfer expenses on the same terms and subject to the same conditions as those prescribed by the State Services Commission in respect of persons recruited to the Public Service.

37. Higher duties allowance—An officer of a Board who efficiently performs the duties of a position of a Grade higher than that of the position he holds may be granted an allowance in respect of the performance of those duties at such rate and upon such conditions as the review committee may from time to time determine:

Provided that the rates of higher duties allowance approved by Boards as applicable to officers before the commencement of these regulations shall continue in force until otherwise determined in accordance with this regulation.

38. Other allowances and expenses—The review committee may grant expenses, refunds, or allowances to meet costs incurred by employees of Boards, or to meet special conditions attached to an employee's duties, in any case where it considers that the circumstances justify payment:

Provided that the rates of expenses, refunds, or allowances approved by Boards as applicable to employees before the commencement of these regulations shall continue in force until otherwise determined in accordance with this regulation.

Leave

39. Annual leave and holiday leave—(1) A leave year shall commence on the 1st day of February in each year and end with the following 31st day of January.

(2) Employees of Boards shall be granted 20 working days' annual leave in the leave year in which, and in each successive leave year after, they first complete 10 years' service.

(3) All other employees shall be granted 15 working days' leave in each leave year.

(4) The annual leave of an employee in the leave year in which he commences duties as an employee of a Board shall be calculated on the basis of one working day for each 18 days' service or part thereof if he is an employee to whom subclause (2) of this regulation applies, and on the basis of one working day for each 24 days' service or part thereof if he is an employee to whom subclause (3) of this regulation applies.

(5) Where the employment of an employee ceases, he shall be paid salary instead of being granted leave in respect of any annual leave due to him:

Provided that, in addition to any salary payable under the foregoing provisions of this subclause, the Board shall, in the case of any employee whose employment ceases within the period of 20 working days before Christmas Day, pay to that officer salary for the succeeding Christmas Day, Boxing Day, day after Boxing Day, New Year's Day, and day after New Year's Day as if he had been on leave on full pay on those days.

(6) Annual leave shall be taken by employees of a Board at periods of the year to be arranged with the Chief Executive Officer of the Board, and in no case shall the annual leave of any such employee be allowed to accumulate from one year to another except with the prior permission of the Board:

Provided that a Board may, where it considers it is advisable for administrative purposes, require that the annual leave of any employee, or any portion of it, shall be taken during a period of the year determined by the Board.

(7) In addition to annual leave granted in accordance with this regulation, each employee of a Board shall be allowed leave on full pay on the following days, namely, Christmas Day, Boxing Day, the day after Boxing Day, New Year's Day, the day after New Year's Day, Waitangi Day, Good Friday, Easter Monday, Easter Tuesday, Anzac Day, the Sovereign's Birthday, Labour Day, and the holiday observed in the locality concerned as Anniversary Day:

Provided that any employee may be required to work on any of the above-named days or substituted succeeding days if he is paid overtime in accordance with the provisions of regulation 30 hereof, or, if he is not entitled to any such payment, is allowed an equivalent holiday on a later day convenient to the Board.

(8) Notwithstanding the foregoing provisions of this regulation, where, immediately before the commencement of these regulations, an employee of a Board has enjoyed a better scale of leave than that allowed under these regulations that scale of leave shall continue to apply until a date determined by the review committee.

40. Long service leave—(1) Notwithstanding regulation 2 of these regulations, for the purposes of this regulation—

“Continuous service” shall not include any period of less than 6 months' continuous service, nor any period of service followed by any break in service for more than 3 months, other than on leave of absence without pay for more than 3 months, nor any

period of service served after relinquishment of office on retirement other than retirement from the Armed Forces:

“Service” means service in, or leave of absence on pay from, or leave of absence without pay for not more than 3 months from, the employment of a Board, any Department of the Public Service specified in the Second Schedule to the State Services Act 1962, the Post Office, the New Zealand Government Railways Department, the Legislative Department, the Parliamentary Counsel Office, the New Zealand Police Force, the Armed Forces, the Hospital Service, or an Education Authority, and includes service prior to the commencement of employment if the previous employment was not under an award or agreement containing some alternative provision for long service leave, or similar provisions, that in the opinion of the review committee would make the granting of additional long service leave inappropriate.

(2) An employee of a Board shall on the completion of 20 years’ continuous service be granted 20 working days’ long-service leave with full pay in accordance with this regulation.

(3) Long-service leave shall be granted no more than once to any employee, and no period of service by any employee after the grant to him of long-service leave, whether by a Board or by any other employer in respect of service, shall entitle him to any further grant of long-service leave by a Board.

(4) Long-service leave shall be taken in a single period.

(5) Long-service leave shall be forfeited if not taken within 5 years of the completion of 20 years’ continuous service, or before the date the employee relinquishes office:

Provided that an employee who is within 2 years of retirement from office may, at the discretion of the Board, take long-service leave immediately following the date he relinquishes office together with any other leave due or granted to him on retirement, and the employee shall be deemed to be a supernumerary during the period of leave; but his retirement shall then be effective as from the date on which all such leave expires.

(6) An employee of a Board on reduced hours or part-time employment who takes long-service leave shall receive a pro-rata reduction of salary but not of time.

(7) If a married employee dies after qualifying for long-service leave but before he has taken or forfeited the leave in accordance with this regulation, his spouse may be paid a compassionate grant equivalent in value to the salary that would otherwise have been paid to the employee in respect of long-service leave.

(8) Notwithstanding any other provision of this regulation, an employee who is entitled in each year to receive more than 20 working days’ annual leave shall not qualify for long-service leave.

(9) An employee who resigns or who has given notice of resignation shall forfeit any long-service leave to which he would otherwise be entitled.

41. Sick Leave—(1) Subject to the provisions of this regulation, an employee in the employment of a Board who is absent from duty on

account of sickness, or injury not arising out of and in the course of his employment shall be entitled to leave on full pay (in this regulation referred to as sick leave) to the extent prescribed in subclause (10) of this regulation.

(2) Each period of absence on sick leave shall begin on the first working day of the employee's absence from duty and shall end on the last working day before that on which he resumes duty, and the sick leave for the period shall be reckoned in consecutive days, including Saturdays and Sundays, but excluding the days specified in regulation 39 (7) of these regulations, or substituted succeeding days, where applicable, that may fall during the period:

Provided that where an employee is absent on sick leave for less than one full working day, he shall be deemed to have taken one half day's sick leave if he is absent for either the morning or the afternoon, or after working more than 2 hours and less than 6 hours and he shall be deemed not to have taken any sick leave if he has worked 6 hours or more on that day.

(3) Application for sick leave shall be made in such manner as the employing Board may direct; and the Board may require the production of such medical evidence, and in such circumstances, as it may direct:

Provided that the Board may at any time and at its own expense require an employee making application for sick leave to submit to medical examination by a medical practitioner nominated by it.

(4) A Board may refuse to grant sick leave to an employee in its employment if it considers that the employee's absence is the direct result of his own misconduct.

(5) Where, in the opinion of a Board, an employee in its employment is incapacitated by sickness arising out of and in the course of his employment, the Board may continue to pay his full salary during his incapacity; and in that case the period for which he is receiving full salary shall not be regarded as sick leave.

(6) An employee who has been absent from duty in circumstances that entitle him to apply for sick leave (whether or not he has exhausted his sick leave entitlement) may elect to have all or part of that absence regarded as part of any annual leave to which he may be entitled under these regulations.

(7) Where an employee of a Board stays home to attend a sick spouse who is not employed or young children in circumstances where the Board is satisfied that it was essential to do so, the Board may grant leave on full pay which shall be deemed to be sick leave.

(8) Such leave pursuant to subclause (7) of this regulation shall be granted in accordance with any determination as may be made from time to time by the State Services Commission in respect of persons employed in the Public Service.

(9) In exceptional circumstances the review committee may, on an application being made by a Board on behalf of an employee, grant sick leave in excess of the period prescribed in subclause (10) of this regulation.

(10) The period of sick leave to which an employee is entitled shall be the amount specified in the following table, less the total amount of sick leave he has already taken during that service:

Length of Service	Days of Sick Leave on Full Pay to Which Officer Entitled
Less than 3 months' service	7
Over 3 months' service	14
Over 6 months' service	31
Over 9 months' service	46
Over 5 years' service	92
Over 10 years' service	183
Over 20 years' service	275
Over 30 years' service	365

42. Bereavement leave—(1) A Board may grant to an employee in its employment bereavement leave on full pay on the death of the employee's father, mother, brother, sister, spouse, father-in-law, mother-in-law, or child, or in any special case where the employee is required to take full responsibility for funeral arrangements.

(2) Leave granted pursuant to subclause (1) of this regulation may commence with the day of death and shall conclude not later than with the day of the funeral of the deceased unless, in the case of a funeral at another locality, additional time is necessary to enable the employee to return to his employment; but no such leave shall be granted for time spent attending to family matters or winding up the estate of the deceased after the funeral:

Provided that bereavement leave shall not be granted in respect of a death occurring outside New Zealand unless satisfactory evidence of death is produced, the leave is wanted to enable the employee to attend the funeral, and the Board is satisfied that the circumstances justify the granting of leave; and in that case the leave will commence with the day of death or, as the case may be, notification thereof and shall conclude on the day after the funeral or, if the funeral is held on a Friday, on the day of the funeral.

(3) If a bereavement occurs while an employee is absent on annual leave, sick leave on pay, or special leave or time-off on pay, that leave may be interrupted and bereavement leave may be granted in accordance with subclause (1) of this regulation.

43. Retirement leave—(1) An officer who is eligible to retire in accordance with subclause (2) (a) and (2) (b) of this regulation, shall be entitled to retiring leave on full pay calculated in accordance with the Second Schedule to these regulations.

(2) An officer shall be eligible to retire in the following circumstances only:

- (a) At any time after he has attained the age of 60 years and has completed not less than 10 years' service:
- (b) At any time after he has completed 40 years' service if that service was commenced before the 1st day of January 1946:
- (c) If he is accepted for retirement by the Superannuation Board on medical grounds in terms of section 36 of the Superannuation Act 1956:
- (d) Not being a contributor to the Superannuation Fund, he produces medical evidence to satisfy his employing Board that his retirement would be so accepted by the Superannuation Board were he a contributor.

(3) An officer who loses his eligibility to retire upon subclause (2) (a) and subclause (2) (b) of this regulation shall be entitled to retiring leave

on full pay of 65 working days where his length of service does not exceed 25 years, in all other cases retirement leave on full pay calculated in accordance with Part B of the Second Schedule to these regulations.

44. Anticipated retirement leave—(1) Subject to subclauses (2) and (3) of this regulation, an officer with over 20 years' continuous service shall be entitled as of right to leave on full pay in anticipation of retiring leave calculated in accordance with the Third Schedule to these regulations:

Provided that an officer with less than 20 years' continuous service who would be entitled to retiring leave if he were retired from the Board's service may, at the discretion of the Board, be permitted to anticipate up to one-half of that retiring leave.

(2) Every approval to anticipate retiring leave shall be conditional on the giving of a written undertaking by the officer that, if he resigns before completing his full term of service, he will refund the value of any number of days' leave taken in anticipation (calculated at the gross salary rate applicable at the time when anticipated leave was taken) that are in excess of the number of days' leave then due.

(3) An officer shall give 3 months' notice of his intention to take anticipated retiring leave; and the actual period of the leave shall be subject to the convenience of the Board by which the officer is employed, but shall in no case be less than one month at any one time, and the Board shall not withhold the granting of the leave beyond 12 months from the date of application.

(4) Anticipated retiring leave taken shall not be counted as service for retirement purposes.

45. Retirement leave in case of redundancy—A Board may grant retiring leave on full pay to officers who are not otherwise eligible for retiring leave whose services are dispensed with through no fault of their own before retiring age, according to the following table:

Qualification Required	Amount of Retiring Leave (in Working Days)
Completion of 15 years' service . .	65 days
Completion of 10 and less than 15 years' service	44 days
Completion of 5 and less than 10 years' service	22 days

46. Leave on resignation—(1) A Board may, at its discretion, grant in accordance with the Fourth Schedule to these regulations, resigning leave on full pay to officers who have completed 20 years' continuous service, but who have not reached their optional retiring age, irrespective of age at the time of resignation.

(2) In special circumstances a Board may, with the approval of the review committee, grant resigning leave on full pay to an officer with less than 20 years' continuous service who is less than 60 years of age.

47. Leave on marriage—(1) A Board may, at its discretion, grant resigning leave on full pay to a female officer who resigns to be married or who resigns after having married while in the service of the Board subject to the following conditions:

- (a) When an officer resigns to be married, the granting of leave shall be subject to the condition that marriage takes place within 6 weeks of leaving the employment of the Board:
 - (b) When an officer continues in the employment of the Board after marriage, the leave that is granted may be taken in whole or in part at the time of marriage; and any leave not taken at the time of marriage may be taken only when leaving the service of the Board, together with any further leave which has become due by reason of further service:
 - (c) The marriage certificate must be produced in every case.
- (2) Resigning leave under this regulation shall be calculated as follows:

<u>Qualification Required</u>	<u>Amount of Leave (in Working Days)</u>
Completion of 5 and less than 20 years' service	22 days
Completion of 20 years' service or more	30 days

48. Reduction of leave entitlement in certain cases—(1) Notwithstanding anything in the foregoing provisions of these regulations, in calculating an officers' entitlement to leave in accordance with any of the provisions of regulations 45, 46, and 47 of these regulations, a Board shall not take account of any continuous period exceeding 3 months during that service in which the officer has been absent otherwise than for sickness, rehabilitation leave, study leave on pay or military service, or for any other reason that the Review Committee may from time to time specify.

(2) Instead of granting leave under any of the provisions of regulations 43 (1), 43 (2), 44 (3), and 45 of these regulations the Board may, on the application of the officer, grant a lump sum gratuity equivalent in value to that leave.

(3) A Board may approve a cash payment to the spouse or dependants of a deceased officer of a sum the equivalent in money to the leave that could have been granted to the deceased officer under these regulations had he retired from the Board's employment on the date of his death.

49. Examination leave—Where an officer is a candidate for any examination recognised by the review committee, a Board may grant leave with full pay for the actual days of the examination.

50. Special leave—(1) In special cases a Board may grant an employee special leave of absence which shall, if with pay, be subject to such terms and conditions as the review committee, with the approval of the Minister, from time to time determines, but shall, if without pay, be subject to such terms and conditions as the Board thinks fit.

(2) The period of leave granted under this regulation shall be calculated in the same manner as provided for in the case of sick leave under regulation 41 (2) of these regulations.

51. Leave to attend meetings—(1) A Board may grant to officers who are duly elected delegates and officers of the Staff Association leave of absence on full pay to attend general, special, or executive meetings of the Staff Association:

Provided that such leave shall not be granted to any officer on more than 3 occasions in any year and shall not exceed 2 days, plus travelling time, on any occasion.

(2) A Board may also grant to officers who are elected delegates and officers of the Staff Association leave of absence on full pay to attend meetings with the review committee, the Institutes Association, or to attend any meeting convened by any similar official body for the consideration of matters which, in the opinion of the Board, concern, or are reasonably related to, the employment conditions of officers on the staff of Boards.

52. Study leave—(1) A Board may, upon such conditions as the review committee with the concurrence of the Minister approves, grant to an officer special leave of absence to enable him to attend a course of study or training at a university or other educational institution, whether in New Zealand or elsewhere, in furtherance of his training as an officer of the Board.

(2) It may be a condition of the granting of leave under this regulation that the officer enter into a bond in a form approved by the review committee as security for compliance with conditions upon which the leave is granted.

(3) Where leave of absence has been granted under this regulation, the Board may pay to the officer an amount (whether by way of allowance or in reimbursement of expenses incurred by him during his course of study or training, or both) not exceeding that for which the Board may be reimbursed.

53. Consequential amendment—Regulation 7 of the Education Boards' Employment Regulations 1958 is hereby amended by adding the following paragraph:

“(f) When so directed by the Minister, and acting in conjunction with the committee established by regulation 5 of the Technical Institute and Community College Boards' Employment Regulations 1976, to nominate the position in the employment of a Board (within the meaning of those regulations) that, in the opinion of the joint review committees, has the greatest duties and responsibilities, and to recommend a grade for that position.

SCHEDULES

FIRST SCHEDULE

PART I—SALARY SCALE FOR CLERICAL AND EXECUTIVE OFFICERS ON
AND AFTER 27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Eighth Step	Ninth Step	Tenth Step	Eleventh Step
A	\$ 2,713	\$ 3,112 ¹	\$ 3,470 ²	\$ 3,812	\$ 4,171	\$ 4,550	\$ 4,924	\$ 5,303	\$ 5,648	\$ 5,896	\$ 6,154
B	6,536
C	6,798
D	7,048
E	7,298
F	7,546
G	7,881
H	8,193
I	8,526
J	8,759
K	9,035
L	9,430
M	9,847
N	10,264
O	10,701
P	11,118
Q	11,576
R	12,056
S	12,523
T	12,992
U	13,462
V	13,929
W	14,418
X	14,867

¹Commencing rate with School Certificate.

²Commencing rate with Sixth Form Certificate.

Commencing rate with University Entrance.

Commencing rate with University Entrance and Higher School Certificate with increment to next step after 6 months' service.

FIRST SCHEDULE—continued

PART II—SALARY SCALE FOR TYPISTS AND SHORTHAND TYPISTS ON AND AFTER 27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Eighth Step	Ninth Step	Tenth Step	Eleventh Step	Twelfth Step	Thirteenth Step	Fourteenth Step	Fifteenth Step
A/T	\$ 2,713 ¹	\$ 3,112 ²	\$ 3,470 ³	\$ 3,812 ⁴	\$ 4,171	\$ 4,550	\$ 4,924	\$ 5,303	\$ 5,469	\$ 5,648	\$ 5,896 ⁷	\$ 6,154 ⁸	\$ 6,536 ⁹	\$ 6,798 ¹⁰	\$ 7,048 ¹¹

¹Commencing rate for typists with 3 years or less secondary education.

²Commencing rate for typists with S.C. or P.S. Typ. or T.C.B. Grade A (next increment in 6 months if holding P.S. Typ./T.C.B. Grade A plus S.C.).

³Commencing rate for shorthand typists with Jn.Sh.T. or T.C.B. Grade I (next increment in 6 months if holding Jn.Sh.T./T.C.B. Grade I plus S.C.).

⁴Commencing rate for typists with U.E., or Sixth Form Certificate, or T.C.B. Grade A (next increment in 6 months if holding U.E. or Sixth Form Certificate plus T.C.B. Grade or H.S.C.).

Commencing rate for shorthand-typists—

(a) With Sn.Sh.T./T.C.B. Grade II (next increment in 6 months if holding Sn.Sh.T./T.C.B. Grade II plus S.C.).

(b) With Jn.Sh.T./T.C.B. Grade I plus Sixth Form Certificate/U.E. (next increment in 6 months).

(c) With Adv.Sh.T. or T.C.B. Grade III (double increment after 12 months).

(d) With Adv.Sh.T./T.C.B. Grade III plus S.C. (increment after 6 months, next after 12 months, next after 18 months—thereafter annual).

(e) With Sp.Sh.T. or T.C.B. Grade IV (double increment after 12 months, next after 18 months—thereafter annual).

(f) With Sp.Sh.T./T.C.B. Grade IV plus S.C. (increment after 6 months, double after 12 months—thereafter annual).

⁵Commencing rate for typists with H.S.C. plus P.S. Typ./T.C.B. Grade A, or U.E./Sixth Form Certificate plus T.C.B. Grade B (next increment in 6 months if holding H.S.C. plus T.C.B. Grade B).

Commencing rate for shorthand typists—

(a) With Jn.Sh.T./T.C.B. Grade I plus H.S.C. or Sn.Sh.T./T.C.B. Grade II plus U.E. or Sixth Form Certificate (next increment in 6 months if holding Sn.Sh.T./T.C.B. Grade II plus H.S.C.).

(b) With Adv.Sh.T./T.C.B. Grade III plus U.E. or Sixth Form Certificate (double increment after 12 months).

(c) With Adv.Sh.T./T.C.B. Grade III plus H.S.C. (increment after 6 months, next after 12 months, next after 18 months—thereafter annual).

(d) With Sp.Sh.T./T.C.B. Grade IV plus U.E. or Sixth Form Certificate (double increment after 12 months, next after 18 months—thereafter annual).

(e) With Sp.Sh.T./T.C.B. Grade IV plus H.S.C. (increment after 6 months, double after 12 months—thereafter annual).

⁶Maximum for typists. Typists scale only.

⁷Maximum for shorthand typists with minimum of Junior or T.C.B. Grade I exam—principal's secretary, Grade I Institute.

⁸Principal's secretary, Grades II, III, IV institutes or shorthand typists in charge (3-4) staff or deputy shorthand typists in charge (7-14) staff.

⁹Maximum for principal's secretary, Grades II, III, IV Institutes, shorthand typists in charge (5-6 staff), or divisional shorthand typists (minimum 5 staff).

¹⁰Shorthand typists in charge (7-9 staff) or deputy shorthand typists in charge (15 or more staff).

¹¹Shorthand typists in charge (10-19 staff).

¹²Shorthand typists in charge (staff 20 or over).

FIRST SCHEDULE—continued

PART III—SALARY SCALE FOR MACHINISTS, RECEPTIONISTS, AND TELEPHONE OPERATORS ON AND AFTER 27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Eighth Step	Ninth Step
A(M)	\$ 2,714	\$ 3,112 ¹	\$ 3,470 ²	\$ 3,812	\$ 4,171	\$ 4,550	\$ 4,924	\$ 5,303 ³	\$ 5,648 ⁴

¹Commencing rate for machinists.

²Commencing rate for machinists with University Entrance or Sixth Form Certificate (with Higher School Certificate increment after 6 months' service).

³Maximum for telephonists, receptionists, and telephone receptionists.

⁴Maximum for machinists.

PART IV—SALARY SCALE FOR LIBRARIANS ON AND AFTER 27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Eighth Step	Ninth Step	Tenth Step	Eleventh Step	Twelfth Step
A	\$ 2,693 ¹	\$ 3,073 ²	\$ 3,359 ³	\$ 3,727	\$ 4,114	\$ 4,471	\$ 4,821	\$ 5,202	\$ 5,612	\$ 5,833	\$ 6,028	\$ 6,288
B	6,550
C	6,809
D	7,057
E	7,308
F	7,557
G	8,056
H	8,557
I	9,076

¹Commencing rate for librarians with 3 years' secondary education.

²Commencing rate for librarians with School Certificate.

³Commencing rate for librarians with Sixth Form Certificate and University Entrance.

PART V—SALARY SCALE FOR TECHNICIANS ON AND AFTER 27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step
A	\$ 3,073 ¹	\$ 3,359 ²	\$ 3,727	\$ 4,114	\$ 4,471	\$ 4,821
B	5,202
C	5,612
D	5,833
E	6,028
F	6,288
G	6,550
H	6,809
I	7,057
J	7,308
K	7,557
L	8,056

¹Commencing rate with School Certificate.

²Commencing rate with Sixth Form Certificate and University Entrance.

FIRST SCHEDULE—continued

PART VI—SALARY SCALE FOR TECHNICAL ASSISTANTS ON AND AFTER
27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Eighth Step	Ninth Step	Tenth Step
TA ..	\$ 2,336	\$ 2,516	\$ 2,944	\$ 3,236	\$ 4,061	\$ 4,121	\$ 4,400	\$ 4,668	\$ 4,967	\$ 5,356

PART VII—GENERAL SALARY SCALE FOR OFFICERS ON AND AFTER
27 JANUARY 1976

Salary Grade	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step	Seventh Step	Eighth Step	Ninth Step	Tenth Step	Eleventh Step
A ..	\$ 2,713	\$ 3,112	\$ 3,470	\$ 3,812	\$ 4,171	\$ 4,550 ¹	\$ 4,924	\$ 5,303 ²	\$ 5,648 ³	\$ 5,833 ⁴	\$ 6,020
B ..	6,288
C ..	6,550
D ..	6,809
E ..	7,057
F ..	7,308
G ..	7,640 ⁵
H ..	7,956
I ..	8,285
J ..	8,639

¹Maximum rate for driver.

²Maximum rate for chief custodian, Grade 4 Institutes.

³Maximum rate for storeman, Grade 4 Institutes.

⁴Maximum rate for stores purchasing officer, Grade 4 Institutes.

⁵Maximum rate for cafeteria manager, Grade 4 Institutes.

PART VIII—MINIMUM RATE PAYABLE TO EMPLOYEES ON AND AFTER
27 JANUARY 1976

Officers on reaching 20 years of age	\$ 4,471
Married male officers, under 20 years of age	4,364
Married female officers, under 20 years of age who have a wholly dependent husband or child	4,364

PART IX

Lodging allowances payable on and after 27 January 1976 to officers required to live away from home in order to carry out their duties:

Annual Salary	Annual Rate of Lodging Allowances
	\$
Not exceeding \$2,713	161
\$2,714—\$3,112	101

Reg. 43

SECOND SCHEDULE

RETIREMENT LEAVE

Part A—Entitlement (in Working Days) With Service of Years and Months Specified.

Months	0	2	4	6	8	10
Years						
10 ..	22	23	24	24	25	26
11 ..	26	27	28	29	29	30
12 ..	31	31	32	33	34	34
13 ..	35	36	36	37	38	39
14 ..	39	40	41	41	42	43
15 ..	44	44	45	46	46	47
16 ..	48	49	49	50	51	51
17 ..	52	53	54	54	55	56
18 ..	56	57	58	59	59	60
19 ..	61	61	62	63	64	64
20 to 25	65	65	65	65	65	65

Part B

Months	0	2	4	6	8	10
Years						
25 ..	65	66	66	67	68	69
26 ..	69	70	71	71	72	73
27 ..	74	74	75	76	76	77
28 ..	78	79	79	80	81	81
29 ..	82	83	84	84	85	86
30 ..	86	87	88	89	89	90
31 ..	91	91	92	93	94	94
32 ..	95	96	96	97	98	99
33 ..	99	100	101	101	102	103
34 ..	104	104	105	106	106	107
35 ..	108	109	109	110	111	111
36 ..	112	113	114	114	115	116
37 ..	116	117	118	119	119	120
38 ..	121	121	122	123	124	124
39 ..	125	126	126	127	128	129
40 or more	131	131	131	131	131	131

THIRD SCHEDULE

Reg. 30

ANTICIPATED RETIREMENT LEAVE

Entitlement (in Working Days) with Service of Years and Months Specified.

Months	0	3	6	9
Years				
20 ..	65	66	66	67
21 ..	68	69	69	70
22 ..	71	71	72	73
23 ..	74	74	75	76
24 ..	76	77	78	79
25 ..	79	80	81	81
26 ..	82	83	84	84
27 ..	85	86	86	87
28 ..	88	89	89	90
29 ..	91	91	92	93
30 ..	94	94	95	96
31 ..	96	97	98	99
32 ..	99	100	101	101
33 ..	102	103	104	104
34 ..	105	106	106	107
35 ..	108	109	109	110
36 ..	111	111	112	113
37 ..	114	114	115	116
38 ..	116	117	118	119
39 ..	119	120	121	121
40 or more ..	122	122	122	122

Reg. 31

FOURTH SCHEDULE

RESIGNING LEAVE

Years of Service	Leave (Working days)	Years of Service	Leave (Working Days)
20	32	30	46
20½	33	30½	47
21	34	31	48
21½	34	31½	49
22	35	32	49
22½	36	32½	50
23	36	33	51
23½	37	33½	51
24	38	34	52
24½	39	34½	53
25	39	35	54
25½	40	35½	54
26	41	36	55
26½	41	36½	56
27	42	37	56
27½	43	37½	57
28	44	38	58
28½	44	38½	59
29	45	39	59
29½	46	39½	60

P. G. MILLEN,
Clerk of the Executive Council.

Issued under the authority of the Regulations Act 1936.

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These regulations are administered in the Department of Education.