

ANNUAL-LEAVE SCHEDULE.

52. Immediately after the 1st December in each year the Chief Clerk, or such officer as may be deputed by the Permanent Head, shall prepare a schedule in duplicate showing a list of officers entitled to leave of absence under these Regulations for the ensuing calendar year; the total length of absence of each officer during the twelve months preceding the 1st December; and such other particulars as may be necessary. Officers should be required to indicate the time of the year in which they desire to take their annual leave, and in the event of more officers than can be spared asking for leave at or about the same time the responsible officer will advise the Permanent Head of the times at which, in his opinion, leave can conveniently be granted in each case. As far as possible, the leave of the staff should be spread over the year where it is not convenient to make any other arrangement.

Unless an officer applies for special leave, it will not be necessary for him to make a written application.

It shall be the duty of the responsible officer who draws up the leave schedule to bring under the notice of the Permanent Head any case in which the conduct of the officer during the preceding year has been such as to warrant the annual leave being withheld or reduced. Special attention must be called to any case in which there has been irregularity of attendance during the hours of business. If the Permanent Head is satisfied that the leave entered in the schedule is due under these Regulations, he will approve the schedule and return it to the responsible officer as his authority to grant the leave at the most convenient dates. A duplicate copy must be kept as a record in the Head Office, and entries made therein as the leave is granted.

SHORT LEAVE OF ABSENCE.

53. The Permanent Head, or such officer as may be authorized by him, may, in case of pressing necessity, grant any permanent or temporary officer leave of absence not exceeding three working-days. A monthly schedule of such leave shall be furnished to the Permanent Head at the beginning of each month, and the leave granted shall be shown in the annual-leave schedule.

FURLOUGH.

54. The Commissioner may grant to any officer of at least ten years' continuous service twelve months' leave of absence, and to any officer of lesser period of service any time not exceeding six months' leave of absence, in each case on half-salary. Any annual increment becoming due during such absence shall be deferred until the officer resumes duty.

SICK-LEAVE.

55. Where sick-leave is applied for for more than three months the application must be referred to the Commissioner.

Sick-leave when granted by the Permanent Head shall be granted in accordance with the following schedule; but a report of all leave granted under this regulation shall be submitted monthly for the approval of the Commissioner :—

Length of Service.	Period for which Leave may be granted.		
	On Full Pay.	On Half-pay.	
	Months.	Months.	
Under five years . .	1	2	In exceptional cases the Commissioner may take any special circumstances into consideration, and may vary the scale of payments.
Over five years and under ten	2	1	
Over ten years . .	3	..	

Pay during sick-leave shall not be granted where an officer receives compensation under the Workers' Compensation Act.

Where in case of illness any officer who has received leave of absence for three months is not so far recovered as to be able to resume his duties, further extensions of leave may be provisionally granted by the Commissioner in accordance with the following schedule; provided that on each extension of leave the applicant shall be subjected to an examination by a medical practitioner approved by the Commissioner :—