

attendance-books must be daily examined and signed by the head of the office, who must satisfy himself that each officer makes his own entry.

206. Punctual attendance is of the greatest importance, and must be strictly insisted on. In reporting on the merits of an officer, it should be stated whether his attendance has been regular and punctual. When late attendance exceeds one hour and is not satisfactorily accounted for, in addition to being recorded on the quarterly return, the offence must be reported to the Secretary. (See Rule 284.)

OVERTIME.

207. For overtime regulations see Rules 1072-82.

LEAVE OF ABSENCE.—HOLIDAYS.

208. The following days in each year are departmental holidays:—

- (1.) New Year's Day, Good Friday, Easter Monday, His Majesty's Birthday, Christmas Day, and Boxing Day.
- (2.) Whenever any of those days falls upon a Sunday, the day following is substituted for it.

Good Friday and Christmas Day are regarded as Sundays for the purposes of departmental attendance.

209. Any post or telegraph office on the days aforesaid shall, in the discretion of the Minister, be open to the public for a half-hour or any longer time in the morning from the usual time of opening, and for a half-hour or any longer time in the evening, to be duly announced; and in respect of the Saturday preceding a holiday falling on a Monday, any delivery of letters by any letter-carrier which on another Saturday would be made once shall be made twice on that day.

210. Nothing herein shall prevent the Minister from requiring the services of any officer during any such holiday in case of emergency; but in that case such officer shall be entitled, in lieu thereof, to a holiday ("time off") upon such other occasion as shall not interfere with public business, and in such case no overtime shall be payable. Time off will not be added to annual leave of absence, nor be allowed to accumulate beyond official necessity.

211. Every officer in the Post and Telegraph Department may be granted by the Minister leave of absence for recreation on the following scale:—

- (1.) When an officer has served for fifteen years or upwards, not exceeding twenty-one working-days in each year.
- (2.) When he has served less than fifteen years, not exceeding fourteen working-days in each year.
- (3.) Telegraph message-boys, seven working-days in each year, after one year's complete service.

212. The granting of any such leave of absence shall be subject to the express conditions,—

- (1.) That the behaviour of the officer has been in every way satisfactory;
- (2.) That the total intermittent leave during the previous twelve months has not exceeded five days;
- (3.) That absence from illness or accident has not exceeded six days; and
- (4.) More generally, that his official duties have been properly performed.

For each day's absence in excess of the number of days allowed for intermittent leave or for sick leave one half-day may be deducted from the annual leave of absence granted for recreation.