

To each member entitled to overtime and with ten years or over continuous service since date of last appointment—for each continuous year's service, nine working-days in each calendar year.

- (c.) To each member not entitled to overtime and with less than ten years' continuous service since last appointed—for each continuous year's service, nine working-days in each calendar year.
- (d.) To each member not entitled to overtime and with ten years' or over continuous service since last appointed, twelve working-days in each calendar year.

Such leave shall in each case be in addition to the four Departmental holidays—Christmas Day, Good Friday, Labour Day, and Sovereign's birthday, or days in lieu thereof: Provided, however, that in every case where any member is relieved from duty on any of the Departmental days, such day or days shall not be added to the annual leave.

84. No member shall be entitled to claim leave of absence as a right. All such leave shall be granted at the option of the General Manager, and be subject to good behaviour and satisfactory conduct of the member, and may be refused or reduced in cases where the General Manager considers such action necessary.

85. No member who fails to avail himself of the annual leave when due shall be entitled to a more lengthened leave in any subsequent year.

86. The Minister may, on the recommendation of the General Manager, grant to any member with at least ten years' service twelve months' leave of absence, and to any member with less than ten years' service, not exceeding six months' leave of absence: Provided that any annual increment or promotion becoming due during such absence shall be deferred, and date from the time the member resumes duty.

87. Subject to the production of a satisfactory certificate from a medical practitioner, or a copy of such certificate attested by an officer of a friendly society under conditions laid down in Regulation No. 34, the General Manager may grant to any member in the First Division absent from duty owing to illness leave as follows:—

Service.	On Full Pay.	On Half Pay.
Under 5 years	1 month ..	2 months.
5 years and under 10 years	2 months ..	1 month.
10 years and over	3 "

88. In special cases where the member has not recovered from his illness, further extension may be granted as follows:—

Service.	On Half Pay.	On Third Pay.	No Pay.
Under 5 years	1 month	6 months	8 months.
Over 5 years and under 10 years	3 months	6 "	6 "
10 years and over	6 "	3 "	6 "

89. No member who has been absent from duty on sick-leave for any period exceeding three months shall be allowed to resume duty until the Railway Medical Officer certifies that he is fit to do so.

90. The period of sick-leave provided for under the foregoing regulation may be granted at one or more periods, but shall in each case be regarded as the maximum sick-leave permitted for a period of three years commencing from the date of the first absence on sick-leave.

91. Application for sick-leave shall in all cases be forwarded through the usual departmental channel. The member under whom the applicant is employed shall forward the application to the District Officer, reporting at the same time whether, as a result of his inquiries and knowledge, he is satisfied as to the *bona fides* of the case. The provisions of Regulations Nos. 34 and 87 shall apply to sick-leave granted under this regulation.

92. Every member shall immediately report any case coming to his knowledge where a member or other person obtains sick-leave without justifiable cause, or remains off duty after he is fit to resume. Any member or other person who so obtains sick-leave, absents himself from duty on the plea of sickness, or fails to return to duty as soon as he is fit, will be liable to dismissal or such other punishment as the General Manager may determine.

93. No pay will be granted in cases where the sickness or ill health is shown to have been caused by the misconduct of the person concerned.

94. Any member in the Second Division (other than an apprentice) incapacitated through accident sustained in the

execution of his duty will be paid in accordance with the Workers' Compensation Act, 1908, and its amendments.

95. Apprentices will be paid for shop holidays and when absent from duty with permission; they will also be paid during absence from duty through illness or accident, provided satisfactory medical certificate is supplied when required by the master.

96. Members retiring from the railway service under the provisions of the Government Railways Superannuation Fund Act will be granted three months' leave on full pay.

97. Members voluntarily retiring from the service for their own purposes will be granted leave on full pay as under:—

Continuous Service.	Period of Leave.
10 years and under 20 years	4 weeks.
20 years and over	6 "

98. Members dispensed with, through no fault of their own, before reaching the retiring-age will be granted leave on full pay as under:—

Continuous Service.	Period of Leave.
Under 5 years	4 weeks.
5 years and under 10 years	8 "
10 years and over	12 "

99. The granting of leave on retirement will in every case be subject to the express condition that sick or other leave during the twelve months preceding date of retirement has not exceeded three months, and that the interval between the ordinary leave and date of retirement is at least three months. In any case, however, where the ordinary leave of the retiring member for the previous year is due, such leave will be granted in addition to the special leave.

100. Persons who are members of the Defence Force, and who can be conveniently spared, may be granted leave of absence for the purpose of attending military camps and courses of instruction without prejudice to their ordinary leave, from which no deduction will be made on account of leave granted under this regulation.

101. Apprentices who are students at any college or university may, at the convenience of the Department, be granted leave for any period not exceeding five hours in any week for the purpose of attending any lectures connected with the course the student is taking, and which are given during ordinary working-hours. Time off granted under this regulation shall in every case be made up by the member concerned at such periods as the Officer in Charge may direct and determine.

102. In any case where leave of absence is granted to any person under the provisions of Regulation Nos. 100 and 101, the Officer in Charge shall satisfy himself that the person concerned duly attended the camp or instructional course or university lectures, as the case may be. Every person who obtains and misuses the leave provided for under this regulation shall be liable to dismissal.

Passes.

103. Every member granted leave of absence may receive once in each year a station-to-station free pass, available for the period of leave, in favour of himself and his family (meaning thereby his wife or housekeeper, and his own children who are residing with and solely dependent upon him for their maintenance, and, if male, are not more than eighteen years old, or, if female, are unmarried): Provided that in lieu of such free pass each such person may receive once in each year a single-journey free pass from one station to another and return.

104. Where members are stationed at isolated places and paid the isolated allowance, special passes, not exceeding one per week, will be granted to them or to their wives or housekeepers, to enable them to travel to the nearest station at which stores can be purchased.

105. With the previous authority of the General Manager any member, whilst living by direction at an isolated place along the line, may have his own household stores carried free by train from the nearest station at which stores can be purchased.

106. The provisions of clause 103 shall apply in the case of a person in the temporary employment of the Department, and the provisions of clauses 104 and 105 shall apply in the case of his wife or housekeeper, provided that in every case he has been so employed continuously for not less than twelve months; but those provisions shall cease to apply forthwith upon his ceasing to be employed by the Department.