

12. The permanent staff shall be granted three weeks' holiday in each year, to be taken as follows—viz., two weeks at Christmas-time (all public holidays occurring during that period to be included therein), and one week at such other period during the year as shall be arranged by the Permanent Head.

13. After twelve months' service temporary employees shall receive the same holiday and sick-leave privileges as permanent employees.

#### LEAVE OF ABSENCE.

14. Applications by permanent employees for leave of absence (other than the annual holiday) shall in all cases be made in writing to the Government Printer.

15. The Government Printer shall, in all cases of application for leave of absence by any employee, consider (1) the general conduct of the employee during the previous year, and (2) the regularity or irregularity of attendance by the employee for the same period during the hours of attendance prescribed by Regulation 1.

16. Special leave may be granted to members of the permanent staff on written application on the prescribed form to the Government Printer, when approved by the Commissioner.

17. Any employee absent from the office without such application having been made and granted shall, except in case of sudden illness or other emergency, as mentioned in Regulation 8, be deemed to be absent without leave.

18. On application, after ten years' continuous service, leave of absence may be granted by the Commissioner (on the recommendation of the Government Printer) to overseers, readers, and those employed in the Clerical Division for a period not exceeding three months on full pay, and to each member of the permanent staff for a period not exceeding two months on full pay: Provided that in each case the officer has not during the previous ten years had similar leave. ["Continuous service" means from original date of continuous employment.]

19. In cases of pressing necessity leave of absence may be granted by the Government Printer for one week without deduction of salary to any person on the permanent staff, or who has been employed during the preceding five years, provided the circumstances under which the request is made are stated in writing and are considered sufficient to justify the request being granted.

#### CLASSIFICATION.

20. The officers permanently employed in the Printing and Stationery Department shall be grouped under three heads, termed the "Administrative," "Clerical," and "General" Divisions; and such officers shall be entitled to be paid severally the annual increases of salary set forth in the Schedule to the General Classification List.

#### INCREASE OF SALARY.

21. Except in the case of officers appointed or promoted at some other date, every accrued increase of salary shall date from the first day of the financial year during which such increase may be voted by Parliament.

22. Increase of salary shall be granted and payable under the conditions prescribed by section 25 of the said Act.

#### OVERSEERS' REPORTS.

23. It shall be the duty of the respective officers of the general branches to report to the Superintendent at once upon its occurrence any remissness of duty, want of punctuality, or wastefulness on the part of any employee. The Chief Clerk shall report similarly upon the conduct of the clerical and warehouse employees. A yearly report shall also be supplied the Government Printer on the efficiency, regularity, and punctuality of each member of the staff in the several branches.