

the time he is due to attend. In cases where a workman's absence is not sanctioned, there shall be deducted from his wages his pay for the period of such absence.

DILIGENCE ENJOINED.

20. A workman shall continue to work diligently until the signal is given to cease. Any case of loitering shall be promptly dealt with by the foreman.

IMPROPER CONDUCT.

21. If any workman is convicted by any Court of any offence arising from improper conduct of such workman, the foreman shall immediately report the circumstances to the Permanent Head.

INSOBRIETY.

22. If a foreman observes at any time that any one under his supervision is unfit to perform his duties properly by reason of over-indulgence of intoxicating liquor or drugs, he shall suspend him from duty and immediately report the matter to the Permanent Head.

INTOXICATING LIQUOR.

23. Any workman found introducing or causing to be introduced intoxicating liquors into the workshop premises shall be liable to be dealt with under section 52 of the said Act.

TEMPORARY FOREMEN.

24. A workman temporarily employed in an advanced capacity, and in charge of at least four men other than himself, shall be paid an allowance of 1s. per day extra while so engaged.

HOLIDAYS.

25. A workman of more than two years' continuous service shall be granted fourteen working-days' holiday on full pay in each year, and, in addition, special holidays during the year not exceeding on the whole nine days, provided this can be arranged without inconvenience to the Department.

26. The granting of any such holiday-leave on pay shall be subject to the express condition that the behaviour of the workman has been in every way satisfactory.

SHORT LEAVE OF ABSENCE.

27. The Permanent Head or any officer authorized by him may, in case of pressing necessity, grant any workman of not less than two years' service leave of absence not exceeding three working-days. For the purpose of this regulation leave granted for Saturday shall (in places where it is customary to work a short day on Saturday) count as one-half of a working-day. Any leave granted under this regulation shall be deducted from the annual leave.

SICK-LEAVE.

28. 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 every two months to the Commissioner:—

Length of Service.	Period for which Leave may be granted.		—
	On Full Pay.	On Half-pay.	
Under five years ..	Months. 1	Months. 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	

29. Every application for sick-leave shall be accompanied by a medical certificate.

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

31. Where in case of illness any workman who has received leave of absence for three months is not so far recovered as to be able to