

SPECIAL LEAVE ON RETIREMENT.

61. Special leave of absence will be granted to officers retiring from the Public Service, on the following conditions: Provided that the sick or other leave in the twelve months preceding retirement has not exceeded three months, and that the interval between the ordinary and special leave is at least three months.

- (a.) Officers retiring on superannuation, or compensation in lieu of superannuation, three months.
- (b.) Officers of under ten years' service retiring for their own purposes, other than medical unfitness, no leave.
- (c.) Officers of ten years' service and under twenty years' service retiring for their own purposes, other than medical unfitness, one month.
- (d.) Officers of at least twenty years' service retiring for their own purposes, other than medical unfitness, six weeks.
- (e.) Officers retiring on medical certificate, three months.
- (f.) Officers dispensed with through no fault of their own before reaching the retiring age—
 - If under five years' continuous service, one month.
 - If five years and under ten years, two months.
 - If ten years or over, three months.
- (g.) Women retiring to be married: Over five years' service, one month; over ten years' service, two months; over fifteen years' service, three months.

HOLIDAYS.

62. The following days, or any days specially authorized by the Governor in Council instead thereof, shall be observed as holidays in the Post and Telegraph Department, namely:—

- Christmas Day.
- Boxing Day.
- New Year's Day.
- Good Friday and Easter Monday.
- The King's Birthday.

In the Head Office of the Department the holidays mentioned in General Regulation 66, made by the Commissioner on the 31st March, 1913, shall be observed.

Officers who cannot be granted such holidays may be granted equivalent time, provided it is taken within fourteen days of the holiday.

EXAMINATIONS.

63. Before being promoted out of the Eighth Class, officers shall pass the following examinations as indicated:—

For Postal Officers.—(1.) The sorting-test, being the assortment of 500 dummy letters prepared from the circulation list of the office at which the officer is stationed. The assortment shall be made in a maximum time of fifteen minutes, and with a maximum of mistakes of 3 per centum. An additional five minutes shall be allowed to cadets who have not been continuously employed in the mail-room for six months prior to taking the test.

Cadets who are employed exclusively at money-order and savings-bank work shall not be required to pass the sorting-test, but shall be given a larger number and more advanced questions on the duties of the money-order and savings-bank branch. Mail-room cadets shall be required to answer only elementary questions on money-order and savings-bank work.

(2.) An examination in rules and regulations as contained in the book of Rules and Regulations for the Guidance of Officers (General and Postal), edition 1912 or any amendment thereof; in money-order, postal-note, and savings-bank rules; in the Post and Telegraph Guide of the current issue; and in discipline.

These two together make the Cadet's Postal Examination.

For Telegraph Officers.—(1.) An examination in rules and regulations as contained in the book of Rules and Regulations for the Guidance of Officers (Telegraph Branch), edition 1904 or any amendment thereof, and in the Post and Telegraph Guide of the current issue; in money-order and savings-bank rules as applied to telegrams; in telegraph accounts; and in discipline.

(2.) An examination in sending and receiving on the Morse telegraph instrument at a minimum rate per minute of twenty-five words sent and twenty-three words received, ten minutes each way, with a maximum of 1 per centum of mistakes.