

In addition, any officer named in the foregoing clauses (a), (b), and (c) may be granted one working-day if required to work on Dominion Day.

- (d.) Officers who generally work more than six days a week—not exceeding four weeks in each year (to be taken in two periods of two weeks each if desired).
42. The granting of any such leave of absence shall be subject to the express conditions—
- (a.) That the behaviour of the officer has been in every way satisfactory ;
 - (b.) That the total sick or intermittent leave during the previous twelve months has not exceeded twelve working days ; and
 - (c.) That his official duties have been satisfactorily performed.
43. For every day of absence in excess of the number of days allowed for intermittent or sick leave, one half-day shall be deducted from the annual leave of absence granted for recreation ; but in special cases the Commissioner may, on the recommendation of the Permanent Head, grant further leave.
44. If for any cause the Permanent Head thinks leave of absence ought not to be granted, he may refuse the same, subject to the right of appeal to the Commissioner.
45. An officer failing to avail himself of the annual leave provided for will not on that account be entitled to a more lengthened leave in any subsequent year, except under special circumstances approved by the Permanent Head. Provided that if an officer desires to accumulate leave he may be allowed to do so for two years only, subject, however, to his giving notice to the Permanent Head, when the annual leave schedule for the first year is being prepared, that he does not desire leave during that year. Such accumulated leave shall not in any case exceed forty-two days.

ANNUAL LEAVE SCHEDULE.

46. Immediately after the 1st December in each year controlling officers shall prepare a schedule in duplicate showing a list of officers entitled to leave of absence under these regulations for the ensuing calendar year ; the total length of absence of each officer during the twelve months preceding the 31st December ; and such other particulars as may be necessary. Officers should be required to indicate the time of the year in which they desire to take their annual leave, but this information need not be shown in the schedule. As far as possible, the leave of the staff should be spread over the year where it is not convenient to make any other arrangement. Every endeavour should be made to overtake all leave of absence by the end of November.

Unless an officer applies for special leave, it will not be necessary for him to make a written application.

47. It shall be the duty of the responsible officer who draws up the leave schedule to bring under the notice of the Permanent Head any case in which the conduct of the officer during the preceding year has been such as to warrant the annual leave being withheld or reduced. Special attention must be called to any case in which there has been irregularity of attendance during the hours of business. If the controlling officer is satisfied that the leave entered in the schedule is due under these regulations, he will approve the schedule and send a duplicate copy to the Head Office for check. Entries are to be made in the original schedule as the leave is granted.

SHORT LEAVE OF ABSENCE.

48. (1.) The Permanent Head, or such officer as may be authorized by him, may, in case of pressing necessity, grant any permanent or temporary officer leave of absence not exceeding three working-days.

(2.) The Permanent Head may at any time grant an officer leave of absence without pay for any period not exceeding one month if in his opinion there are special circumstances justifying such a course. The grant of such leave shall be reported to the Commissioner. Where more than one month's leave is desired, application shall be made through the Permanent Head to the Commissioner.

The leave so granted shall be shown in the annual leave schedule.

SPECIAL LEAVE.

49. In special cases special leave may be granted on such terms or conditions as the Commissioner may approve.