

4. 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.

5. 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, unless under special circumstances approved by the Permanent Head.

ANNUAL-LEAVE SCHEDULE.

6. Immediately after the 1st December in each year the Gaoler or officer in charge of each prison 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 1st 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, and in the event of more officers than can be spared asking for leave at or about the same time the responsible officer will advise the Permanent Head of the times at which, in his opinion, leave can conveniently be granted in each case. 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.

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

It shall be the duty of the Gaoler or officer in charge 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 set out in the "Routine of Duties," Prison Regulation No. 164. If the Permanent Head is satisfied that the leave entered in the schedule is due under these regulations he will approve the schedule and return it to the responsible officer as his authority to grant the leave at the most convenient dates. A duplicate copy shall be kept as a record in the Head Office, and entries made therein as the leave is granted.

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

SHORT LEAVE OF ABSENCE.

8. 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. A schedule of such leave shall be furnished to the Permanent Head every two months, and the leave granted shall be shown in the annual-leave schedule.

9. 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.

FURLOUGH.

10. The Commissioner may grant to any officer of at least ten years' continuous service twelve months' leave of absence, and to any officer of lesser period of service any time not exceeding six months' leave of absence, in each case on half-salary. Any annual increment becoming due during such absence shall not be payable until the officer resumes duty; but when he resumes the increment shall commence and be payable as from the date of resumption of office and shall be added to his salary, and the next increment shall be payable one year after the date on which the increment in the ordinary course would have become due if no leave of absence had been granted.

SICK-LEAVE.

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

Sick-leave when granted by the Permanent Head shall not exceed the periods or rate of pay set out in the following schedule;