

94. In cases where, with the authority of the Secretary, the annual leave due to any officer has accumulated, such leave may be granted to the officer, if retiring, immediately prior to the special leave referred to above.

95. Wherever in the opinion of the Minister the circumstances appear to warrant an extension of the above scale such an extension shall be made, but not exceeding double the period mentioned above.

96. Where an officer is retiring on superannuation or compensation after completing forty years' service he may, at the discretion of the Minister, be granted six months' leave on full pay or an equivalent payment in lieu thereof: Provided that the sick-leave taken by him during his service has not exceeded six months, or that he has not at any time been granted furlough on full or half pay.

HOLIDAYS.

97. (1.) The following days, or any days specially authorized by the Governor-General in Council instead thereof, shall be observed as holidays in the Department, namely Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, and the King's Birthday.

(2.) Officers who cannot be granted such holidays shall be paid overtime at rate and a half for all time worked.

PART VIII.—GENERAL.

RENT FOR OFFICIAL QUARTERS

98. Officers who are supplied with quarters are required to reside in them, unless specially exempted by the Secretary, and pay such rental therefor as may be deemed equitable: Provided that in special cases the payment of rent may be waived by the Secretary.

Officers who rent Government buildings are prohibited from subletting any portion of them without the consent, in writing, of the Secretary.

ACCIDENTS.

99. Every accident must be immediately reported to the head of the branch. In every case the senior controlling officer for the time being is fully empowered to call in medical assistance. Every accident must be reported as soon as possible, care being taken to preserve all important facts in connection with the accident for embodiment in the report. At all workshops a stock of first-aid appliances and material must be provided and kept in accessible positions, and such stock shall be regularly examined at intervals of not more than three months to see that it is in a proper and serviceable condition. This must be the special duty of the senior officer, and a record must be kept of the result of such examination.

APPLICATIONS OF OFFICERS: HOW TO BE MADE.

100. (1.) The application of any officer for promotion, special leave of absence, change of quarters, increase of salary, or in respect to any other matter affecting his position in the service, shall be made by the applicant himself to the Secretary, through the head of his branch; and if it is made by or through any other person it will be treated as irregular. The attention of all officers is specially directed to section 17 of the said Act.

(2.) Every letter addressed by an officer to the Secretary is to be forwarded by the local controlling officer within one week. If further delay is necessary for the purpose of making inquiry into any statement made therein a copy of the original letter should be retained by the controlling officer. Under no circumstances should any communication from an officer to the Secretary be suppressed.

OFFICERS NOT TO TAKE ACTIVE PART IN POLITICS.

101. In order that officers may be able to render loyal and efficient service to the Government they must not take any active part in political affairs otherwise than by recording their votes at elections.

PRIVATE EMPLOYMENT: FEES NOT TO BE RECEIVED.

102. (1.) Officers are forbidden to engage in private employment without the consent of the Secretary.