

143. Apprentices who are students at any college or university may, at the convenience of the Department, be granted leave of absence for any period not exceeding five hours in any week for the purpose of attending any lectures connected with the course the student is taking and which are given during ordinary working-hours. Working-time in respect of which leave of absence is granted under this regulation shall in every case be made up by the member concerned at such times and in such manner as the master may direct in each case.

144. In every case where leave of absence is granted to any employee under the provisions of regulations 142 or 143 the controlling officer of such employee shall satisfy himself that such employee duly attended the camp or instructional course or university lectures (as the case may be) for the purpose of attending which the leave of absence was granted. Every employee who obtains and misuses any leave of absence provided for under the said regulations shall be liable to dismissal.

145. Subject to the provisions of section 54 of the Act, no person shall be entitled to claim any leave of absence as a right. Subject as aforesaid, all leave of absence shall be granted at the option of the Permanent Head, and shall be subject to good behaviour and satisfactory conduct of the person concerned in each case, and any leave of absence may be refused or the period thereof reduced in any case in which the Permanent Head considers such action warranted.

Passes.

146. Every employee who is entitled to be granted ordinary leave of absence under the provisions of regulations 124 or 126 may receive once in each year of service a free pass, available over the whole of the Government lines open for traffic, for the period of ordinary leave of absence due to such employee in respect of such year, in favour of such employee and his family: Provided that in respect of any person in whose favour a pass may be granted under the foregoing provision of this regulation any such employee may, in lieu of such pass, be granted a free pass in favour of such person available for one journey from any specified station to any other specified station, and for a return journey between the same stations, to be made within a period of two months after the commencement of the outward journey.

"Family" for the purposes of this regulation means and includes the wife or housekeeper of the employee concerned, and such employee's own children who are residing with him and who are, in the opinion of the Permanent Head, substantially dependent upon him for their maintenance, and who, if male, are not more than eighteen years of age, or, if female, are unmarried.

147. Any employee who is granted retiring-leave under the provisions of regulation 137 may be granted a free pass in favour of himself and his wife, available over all the Government lines open for traffic, for a period not exceeding one month.

148. When an employee is stationed and residing at an isolated place and is paid the allowance specified in regulation 70 the Permanent Head may grant him a special free pass to enable such employee or his wife or housekeeper to travel free by rail once in each week to the nearest station at which stores can be purchased.

149. With the previous authority of the Permanent Head, any employee, whilst stationed and residing at a place at which stores cannot be purchased, may have his own *bona fide* household stores carried free by train from the nearest station at which such stores can be purchased.

150. Without restricting the application of regulations 148 and 149 apart from this regulation, those regulations shall apply also to any temporary employee in the service of the Department.

151. The class of any free pass issuable under the provisions of these regulations shall be determined as follows:—

- (a.) Passes issuable to any employee in Division I, or to any captain, mate, or engineer in the Lake Wakatipu steamer service, or to any temporary employee in the Clerical Branch—first class.
- (b.) Passes issued to any employee in Division II, or to any deck hand or fireman in the Lake Wakatipu steamer service, or to any temporary employee, having in each of these cases over ten years' continuous service since the date of last appointment in the Department—first class.
- (c.) All other passes—second class.

Provided that any person holding a second-class pass may be permitted to travel first class thereon on payment of the difference between the first-class and second-class privilege-ticket fares (for either a single or a return journey, as such person may elect) for the distance so travelled.

152. Every employee or other person to whom or in whose favour a free pass is granted or issued will be liable to prosecution and (in the case of an employee) to dismissal if he or she transfers such pass or otherwise permits any person not entitled thereto to use such pass for travel on any part

of the railway, and the right of such employee or other person to receive any further passes or privilege tickets over the railways will be absolutely forfeited.

Privilege Tickets.

153. On presentation of an order signed by an authorized officer, any member or probationer, or any temporary employee whose last period of service in the Department has been continuous for not less than three months, or who (not being a casual wharf labourer or an employee in the clerical branch) has been employed in the Department for not less than twenty-four hours in each and every week for a period of not less than three years, may receive a privilege season ticket at the prescribed fare enabling such member, probationer, or temporary employee to travel on the railway between his home and the station at which he is employed. In addition, any such member, probationer, or temporary employee may receive one privilege-ticket order for himself and one such order for his wife or housekeeper in each week, authorizing him to obtain a privilege ticket at the prescribed fare for himself or his wife (or housekeeper as the case may be) available for travel between the stations specified in such order.

154. Any employee who is entitled to obtain privilege tickets for himself and who is stationed outside a town area (as defined by the Permanent Head) may obtain once in each week an order authorizing the issue of a privilege ticket at the prescribed fare in favour of each child of such employee who is under sixteen years of age and who is living with and is solely dependent on such employee. Any such privilege-ticket shall be available for travel only between the station at which such employee is located and the nearest station to such first-mentioned station which is in a town area, and only when the child in respect of whom it has been issued is travelling in company with such employee or such employee's wife or housekeeper. The issue and use of such tickets shall be subject to such other restrictions as may be determined by the Permanent Head and be notified in departmental instructions.

155. Any person who has retired from the service of the Department under the provisions of Part III of the Act, and any such regular casual as is mentioned in regulation 140, shall be entitled to receive in each month one privilege-ticket order in favour of himself, and one such order in favour of his wife, authorizing him to obtain a privilege-ticket at the prescribed fare in favour of himself or his wife (as the case may be), available for travel between the stations specified in such order in each case.

156. (1.) The widow of any deceased person who was at the time of his decease employed in the Department may, if and while she is in receipt of a widow's annual allowance under the provisions of subsection (4) of section 82 of the Act, be granted one privilege-ticket order in each month authorizing her to obtain a privilege ticket for herself at the prescribed fare, available between the stations specified in such order.

(2.) The widow of any person who had retired from the service of the Department and who had, up to the time of his decease, been in receipt of an annual allowance under the provisions of Part III of the Act may, during her widowhood, be granted one privilege-ticket order in each month authorizing her to obtain a privilege ticket for herself at the prescribed fare, available between the stations specified in such order.

157. Applications for privilege-ticket orders under the provisions of regulations 155 and 156 must be made to a district Traffic officer of the Department at least three clear days before the time when the ticket is required in each case, and every applicant must furnish such proof of his or her identity as may be required.

158. Any employee or other person to whom or in whose favour a privilege-ticket order or privilege ticket is granted or issued will be liable to prosecution and (in the case of an employee) to dismissal if he or she transfers such order or ticket to any other person or permits any unauthorized person to use the same or to travel thereon, and the right of such employee or other person first hereinbefore mentioned to receive any further such orders or privilege tickets or free passes over the railways will be absolutely forfeited.

159. In no case shall the aggregate number of privilege tickets issued or issuable to any employee and his wife or housekeeper and his children exceed 104 in any year.

160. Privilege-ticket orders not presented within seven days from date of issue will lapse.

House Accommodation.

161. Where dwellings are provided by the Department which, in the opinion of the Permanent Head, are suitable for the occupation of employees, it will be a condition of employment that employees reside therein when required by the Permanent Head so to do, and any employee in occupation of any such dwelling shall quit the same as and when required so to do by the Permanent Head and forthwith upon such employee ceasing to be in the service of the Department.