

annum, unless the proposed restricted attendance or temporary closing be for more than a month. In the case of a telephone-office, the District Telegraph Engineer and the chief telegraph-office of the district are to be promptly informed of the restricted attendance or the temporary closing, and, in the case of any post or telephone office, the Secretary is to be informed by memorandum. The reversion to the ordinary hours of attendance or the reopening is also to be reported.

102. (a.) When a holiday or a half-holiday is authorized, the Chief Postmaster is to instruct the Postmaster to publicly notify as widely as possible the intention to close. A notice must be exhibited in a prominent place in the public office, and every other available means used to circulate the information.

(b.) At offices at which a luncheon-interval is specially authorized telegrams of an urgent nature proffered by the public are not to be refused transmission when the office is closed for luncheon. A notice is to be displayed in a conspicuous place stating that urgent telegrams will be received during the luncheon-interval, and indicating how attention can be secured. This is a matter in which officers can do much to minimize inconvenience arising from the closing of offices for the purpose stated, and it is expected that every effort will be made to avoid delay to important work.

(c.) No luncheon interval will be allowed at any office at which is employed an officer capable of taking charge in the absence of the Postmaster. In any case of an addition to staff involving the operation of this regulation the Chief Postmaster will make a special report for the purpose of having the luncheon interval abolished.

103. Chief Postmasters, Superintendents, and Postmasters must keep in touch with movements of Ministers of the Crown in their districts, and make adequate arrangements for transmitting Press matter relating to political addresses. They must also keep themselves informed of other important speeches to be made, with a view to like preparation. When assistance is required to be sent to another office the matter should be promptly brought under the notice of the Secretary.

104. When requested by the General Manager or a District Traffic Manager of Railways to remain on duty for the purpose of transmitting telegrams on urgent railway business, officers are to carry out such instructions without reference to the General Post Office, but a report of the circumstances must at once be made to the Secretary by telegraph. (See Rule T. 607.)

#### OVERTIME.

105. Wherever possible, time off is to be granted instead of overtime payment to all employees in every branch, whether on the permanent or temporary staff. Time and a half is to be allowed in cases in which overtime would be payable at that rate. Every endeavour is to be made to dispose of time off during the week following that in which it is earned; but where it is found impossible to do this and the time off has not been granted within a month, a special report on the position is to be made to the Secretary (Staff). Any claim for overtime payment is to be submitted to the Secretary (Staff) for approval before payment is made.

106. When overtime is paid in accordance with Staff Regulation 27 the following is the procedure:—

(a.) Ordinary overtime claims are to be prepared fortnightly. Claims in respect of Sunday and holiday duty are to be rendered separately. Vouchers for overtime authorized by Staff Regulation 27, certified by Chief Postmasters for their own offices and districts, by Superintendents, and by District Telegraph Engineers,