

until they are properly branded. An employee on leaving the Department shall account for all departmental tools entrusted to his care.

*Responsibility for Tools.*

50. The head of each branch will be held responsible for the safety, accuracy, branding, and condition of all portable and special tools, and shall report any case of injury to such tools by any employee, provided such injury is not due to fair wear-and-tear.

51. No tools, appliances, or material of any description belonging to the Department shall be lent, borrowed, or exchanged except upon the written authority of the Government Printer.

*Damage to Property.*

52. An employee shall not damage, destroy, or otherwise make away with any tool or other article, or deface, mutilate, or destroy any notice or article the property of the Department.

53. An employee in the course of his work breaking or otherwise damaging machinery or other property of the Department shall at once report the matter to the head of his branch, who will make a report on the prescribed form, and forward same (through the Superintendent) to the Government Printer.

PART IV.—LEAVE OF ABSENCE.

(A) RECREATION LEAVE.

*Period of Leave allowable.*

54. The permanent staff and temporary employees of twelve months' continuous service may be granted leave of absence for recreation on the following scale: Two weeks at Christmas time (all public holidays occurring during that period to be included therein), and six working-days at such other period during the year as shall be arranged by the Government Printer.

*Conditions governing granting of Annual Leave.*

55. The granting of any such leave of absence shall be subject to the express conditions—

- (a) That the behaviour of the employee has been in every way satisfactory;
- (b) That the total sick-leave during the previous twelve months has not exceeded twelve working-days; and
- (c) That his duties have been satisfactorily performed.

All the days of absence in excess of the number of days allowed for sick-leave shall be deducted from the annual leave of absence granted for recreation: Provided that where such excess leave has been on half-pay the number of days to be deducted from the annual leave shall be reduced by one-half, and, further, that where such excess leave has been without pay no deduction shall be made from the annual leave.

*Special Consideration in Exceptional Circumstances.*

56. In special cases the Commissioner may, on the recommendation of the Government Printer, grant further leave.

*Withholding of Annual Leave.*

57. If for any cause the Government Printer thinks leave of absence ought not to be granted he may refuse the same, subject to the right of appeal to the Commissioner.

*Accumulated Annual Leave.*

58. An employee 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 Commissioner: Provided that if an employee desires to accumulate leave he may be allowed to do so for two years only, subject, however, to his giving notice to the Government Printer when the annual-leave schedule for the first year is being prepared that he does not desire leave during that year.