

20. Any period of absence in such a case shall, if a refund of the sums advanced is made in full, be ignored for the purpose of reckoning sick leave, or, if a refund is made in part only and covering, therefore, part only of the period of absence, there shall be reckoned as sick leave only that part of the total period of absence for which no refund is made.

Comment:—

For the purposes of paragraphs 19 and 20 of this Regulation, accident includes any event which causes personal injury.

III.—LEAVE (GENERAL).

21. Every officer serving abroad must inform the Personnel Department, in advance if possible, of the date on which he intends to proceed on leave, and of the address to which he is going. Every subsequent change of address must be reported to that Department. Every officer serving at home must keep the Personnel Department informed of the address or addresses to which he is going while on leave. If any part of his leave is to be spent outside the United Kingdom he should so inform the Personnel Department and give an address at which he can be contacted.

22. Every officer serving abroad must inform the Personnel Department in advance of the date on which he intends to leave the United Kingdom in order to return to his post from leave.

23. The actual dates of every officer's departure from his post abroad on leave and of his return must be officially reported to the Foreign Office by telegram in the case of Heads of posts and by despatch in other cases.

Comment:—

When circumstances permit, officers serving abroad will be expected to spend their ordinary leave in the United Kingdom in order that they may keep in touch with developments in this country. They will be expected to undertake such tours or refresher courses and to pay such visits to Government Departments in London as are required of them. Time spent in this way will not count against leave. Officers will, during the period of such tours and visits, be eligible for subsistence allowance at the home rates. (See Regulation No. 21.)

24. Every officer serving in the United Kingdom must, whenever absent from the Foreign Office for whatever reason, leave his address with his superior officer or must follow such other procedure in this connection as may be indicated in the departmental instructions in force at the time.

REGULATION No. 21 TRAVELLING ALLOWANCES

1. Whenever an officer makes a journey on public service, the amount of the fares by rail, ship, aircraft or motor car, as the case may be, for the journey in question by the approved route will be payable to him.

Comment:—

The "approved route" means the route approved for the particular journey in question. In many cases there is a standard route for journeys between different countries which will be the "approved route." An officer who makes the journey by a route other than the approved route (e.g., travels by air or in his own car when the approved route is by rail, etc.) will not be able to claim more than the amount payable for a journey by the approved route. On the other hand, if the route which he takes is cheaper than the approved route he will not be able to claim more than the actual expenses incurred.

2. Journeys on the public service include:—

(a) Any journey made by an officer serving at home or abroad for the purpose of attending an international conference or discussion or consultation, or of making a tour or visit, which the officer makes with the authority of the Secretary of State.

Comment:—

The Secretary of State may delegate to the Head of a Diplomatic Mission authority to sanction journeys by members of the Service in the territories within his jurisdiction.

(b) Any journey from the United Kingdom made by an officer to his post abroad on his appointment to such post

(c) Any journey to his new post made by an officer on transfer from the place where the officer was previously serving or, if he was on leave at the time of transfer, from the place where he was spending his leave. If, however,

the journey from the place where he was spending his leave, is more expensive than the journey from his previous post, the officer cannot claim more than the amount payable in respect of a journey from the United Kingdom or from his previous post as the Secretary of State may decide.

(d) Where the journey in the cases referred to in (b) and (c) above is made by an officer who is being moved at his own request before the completion of three years' service at his post or by an officer who is being moved on account of misconduct, the officer is not entitled to be repaid the cost of his, or his family's or servants' travelling expenses.

3. The amount of the fares by rail, ship, aircraft or motor car, as the case may be, by an approved route, will be payable to an officer serving abroad:—

(a) If he is proceeding from or returning to his post during ordinary leave, in the cases specified in paragraph 4 below.

(b) If he is proceeding from or returning to his post during sick leave, in the cases specified in paragraph 5 below.

(c) If he is retiring on pension and is proceeding from his post to his place of retirement. If the journey to the place of his retirement is a more expensive journey than a journey to the United Kingdom, the officer will not be entitled to claim more than would be payable in respect of the journey to the United Kingdom.

Comment:—

An officer who retires in circumstances where he is not granted a pension (i.e. at his own request or for misconduct) may not claim any travelling allowances on retirement.

4. An officer will only be entitled to receive the amount of fares in the cases referred to in paragraph 3 (a) above (ordinary leave) after 24 months' consecutive service abroad in the case of officers in Branch A and 30 months' consecutive service abroad in the case of officers in Branches B, C and D or, in the case of officers of any branch serving at certain posts which are regarded as unhealthy for purposes of leave, after eighteen months' consecutive service. Where leave is taken in a country other than the United Kingdom, the amounts payable in respect of fares will not usually be paid from public funds and will only be allowed if the Secretary of State decides that payment from public funds is warranted by special circumstances and, in any case, will not exceed those which would be payable in respect of a journey to or from the United Kingdom by an approved route. If, however, the amount of the fares to or from the place at which leave is being taken is less than the amount of the fares for a journey to the United Kingdom, the officer will only receive the amount of the fares for the journey actually taken.

5. In the cases referred to in paragraph 3 (b) above (sick leave), the Secretary of State may, at his discretion subject to the production of a medical certificate, allow the payment to the officer of the amount of the fares from his post to such place as the officer may proceed under medical advice on health grounds or for the purposes of undergoing treatment which is not available locally.

6.—(a) An officer who is making a journey in any of the cases referred to in (b) or (c) of paragraph 2 or in (a) or (c) of paragraph 3 above will be entitled to receive the amount of the fares by the approved route for members of his family, as defined in paragraph (b) below. In the cases referred to in (a) of paragraph 2 and (b) of paragraph 3 he will only be entitled to receive the amounts of the fares for any members of his family if the Secretary of State in any particular case so decides.

Comment:—

(i) Families will be expected to travel together. Where the officer's family do not travel with him their expenses will not be paid unless the Secretary of State is satisfied that there was a good reason for separate journeys. Family travelling expenses will be payable only where the family reside continuously with the officer at his post and not in respect of short-term visits to the post other than those specifically authorised in paragraph 7 below.

(ii) Travelling expenses will be allowed for an officer's wife in cases under (a) of paragraph 2 only where the journey is a local duty journey and is of a strictly representational or ceremonial nature and where the Secretary of State has been satisfied in advance that it was necessary or desirable for her to accompany the officer.

(b) The members of an officer's family referred to in (a) above are:—

(i) his wife. In the case of officers of Branch A and Branch B, if the officer is not living in an hotel and is unmarried or a widower without children and occupies