

ance will be subject to a reduction at the rate of 50 per cent. provided that this reduction shall not bring the amount of this allowance below the minimum of her salary scale.

(b) Temporarily attached to another post.

She will retain the whole of the foreign allowance of her own post or draw that of the temporary post, whichever is higher, with subsistence allowance in addition at the discretion of the Secretary of State.

(ii) *On Earned Leave.*

Wherever her leave may be taken and whatever the foreign allowance of her post may be, the officer's allowance will be subject to a reduction at the rate of 50 per cent. as from the date of departure on leave provided that this reduction shall not bring the amount of the foreign allowance below the minimum of her salary scale and that this reduction shall not be applied in respect of brief absences within a total of 14 days in one calendar year.

(iii) *On Sick Leave Outside the Country where Posted.*

The foreign allowance will be the same as that payable on earned leave (see (ii) above) except that, as from the date of departure on sick leave, it will be reduced by 25 per cent. for such period as the Secretary of State considers reasonable in the circumstances. At the end of such period, the Secretary of State will use full discretion with regard to the further payment.

*Comment.*

An officer on sick leave outside the country where she is posted, who is due to return to her post, may thus incur a double cut in her foreign allowance.

B.—*When the Officer is not returning to her Post.*

5. When the officer is—

(i) *On Temporary Duty.*

(a) In the United Kingdom.

She will cease to receive her foreign allowance.

(b) At another post.

She will receive the foreign allowance of that post.

(ii) *On Earned Leave.*

She will cease to receive her foreign allowance.

(iii) *On Sick Leave in the United Kingdom.*

No allowance will be payable.

6. An officer who is on sick leave in the country where she is posted will retain her foreign allowance in full for two months. Thereafter the foreign allowance will be reduced by 25 per cent. for such period as the Secretary of State considers reasonable in the circumstances. At the end of such period the Secretary of State will use full discretion with regard to the further payment.

## REGULATION No. 4.

### LEAVE.

#### I.—*Ordinary Leave.*

1. Permission to take ordinary leave can only be granted subject to the exigencies of the Service.

2. Officers can take the ordinary leave, for which they are eligible under this regulation, only with the permission:—

(i) in the case of officers serving abroad, of the Secretary of State and of the Head of Mission or post;

(ii) in the case of officers serving in the United Kingdom, of the Head of the Department or Section in which they are serving.

3. In calculating the number of days of ordinary leave to which an officer is eligible at any time:—

(a) Sundays, occurring during a period when leave is being taken, are counted;

(b) the remainder of the calendar year in which leave is taken may, if the officer so desires, be included in the computation;

(c) if an officer falls sick while on ordinary leave or during travelling time under paragraph 10 below and furnishes a medical certificate to that effect, the period of sickness will be regarded as sick leave.

4. All officers are eligible for the amount of ordinary leave prescribed in paragraph 5; the provisions of paragraphs 6 to 10 apply only to officers serving abroad.

5. Members of Branch C of the Foreign Service are eligible for ordinary leave on the following basis:—

Grade 1 (Shorthand-Typists): 24 days (including Sundays) a year on appointment to that grade, rising to 28 days a year after 5 years' service in the grade.

Grade 2 (Typists): 21 days (including Sundays) a year, rising to 24 days after 5 years' service.

*Comment.*

In addition, they may be eligible for additional leave in respect of service in unhealthy posts (see paragraph 6 of this regulation).

6. Officers who are stationed in certain posts or in certain countries which shall from time to time be specified by the Secretary of State with the approval of the Treasury as unhealthy for purposes of leave of absence, and who, at the expiration of their leave, return to the same post or any other of the specified posts, are eligible for additional ordinary leave at the rate of 14 days per annum, with a maximum accumulation of 28 days.

7. Subject to the limitations of paragraph 9 below, ordinary leave may be taken:—

(a) in the country where the officer is serving or in another country;

(b) in one period during the calendar year covering all the leave for which the officer is eligible in that year;

(c) in more than one period during the calendar year;

(d) by accumulating the leave to which the officer is entitled (or any part thereof) over a period of more than one year.

*Comment.*

Officers passing through the United Kingdom on transfer will normally be required to take any leave for which they are then eligible.

8. Where an officer has spent sick leave in the United Kingdom, she should take any ordinary leave for which she is eligible at the time her sick leave terminates before she returns to her post abroad, unless the Secretary of State decides otherwise.

9. The following rules are applicable to accumulated leave:—

(a) Every officer may accumulate the ordinary leave to which she is entitled under paragraph 5 above up to and not exceeding the total ordinary leave to which she is entitled for 3½ years. This amount will be increased by 28 days in the case of officers serving at posts or in the countries referred to in paragraph 6 of this regulation.

(b) An officer who has accumulated ordinary leave must, unless the Secretary of State otherwise decides, on the next occasion when she is granted travelling time for the purpose of proceeding on leave, take all the accumulated leave to which she is then entitled.

(c) Save in exceptional circumstances and with the express permission of the Secretary of State, no leave may be accumulated in respect of service in the United Kingdom.

10. Travelling time (i.e., the time actually occupied by the outward and return journey by an approved route between the country where the officer is serving and the country where she is taking her leave) is allowed on one occasion in respect of each calendar year in addition to the periods of ordinary leave under the previous paragraphs of this regulation with the proviso that travelling time thus allowed shall not exceed the time occupied by a journey to and from the United Kingdom by an approved route.

*Comment.*

For the conditions on which travelling allowances are granted, see Regulation No. 5.

#### II.—*Sick Leave.*

11. Unless otherwise stated, the following paragraphs of this regulation apply to members of the Service whether they are serving in the United Kingdom or abroad.

12. The grant of sick leave is subject in all cases to the Secretary of State being satisfied that the officer to whom it is granted has a reasonable prospect of recovery so as to enable her to return to her duties.

13. The grant of sick leave to any officer for a period exceeding four days is conditional on the production by the officer of a certificate by a duly qualified medical practitioner indicating the nature of the illness and the period estimated to be required for recovery. If the number of days during which any officer is absent on sick leave in any period of twelve months without such certificate shall exceed seven in the aggregate, the number of days of absence in excess of seven shall be deducted from the amount of ordinary leave allowable.