

## EDUCATION ALLOWANCE.

5. An allowance liable to Income Tax, will be payable for each child at a boarding school in the United Kingdom to officers in Branches A, B and D (except Grade 1 in Branch A) up to a maximum of £150 for the first child, £175 for the second child and £200 a year for the third and subsequent children. This allowance will not be payable after the end of the academic year in which the child reaches the age of 18.

6. The period during which Home Service Allowances will be continuously payable to any individual will be limited to a maximum of five years.

## REGULATION No. 20.

## LEAVE.

## I.—ORDINARY LEAVE.

1. Members of the Foreign Service are eligible for ordinary leave at the following rates:—

(a) *Officers serving abroad (on the basis of a 7-day week).*

*Branch A*

Grade 4 and above: 42 days plus 14 days local leave a year.

Grades 5-7: 35 days plus 7 days local leave a year rising to 42 days plus 14 days local leave a year after 10 years' total service.

Grade 8: 35 days plus 7 days local leave a year.

*Branch B*

Grade 4 and above: 35 days plus 7 days local leave a year rising to 42 days plus 14 days local leave a year after 15 years' total service.

Grade 5: 35 days plus 7 days local leave a year.

Grade 6: 24 days plus 4 days local leave a year.

*Branch C*

Grade 1: 24 days a year on appointment to that grade rising to 24 days plus 4 days local leave a year after five years' service.

Grade 2: 21 days a year rising to 21 days plus 3 days local leave after five years' service.

*Branch D*

Grades 1 and 2: 29 days plus 7 days local leave a year.

Grade 4: 24 days plus 4 days local leave a year.

(b) *Officers serving in the United Kingdom (on the basis of a 5-day week)*

*Branch A*

Grades 1-4: 30 days.

Grades 5-7: 25 days rising to 30 days after 10 years' total service.

Grade 8: 22 days rising to 25 days after ten years' total service and to 30 days after 20 years' total service.

*Branch B*

Grade 2: 25 days rising to 30 days after 10 years' total service.

Grades 3-4: 22 days rising to 25 days after 10 years' total service and to 30 days after 20 years' total service.

Grade 5: 18 days rising to 22 days after 10 years' total service, 25 days after 20 years' total service and to 30 days after 30 years' total service.

Grade 6: 15 days rising to 18 days after 10 years' total service.

*Branch C:* 15 days rising to 18 days after 10 years' total service.

The above rates for officers serving in the United Kingdom apply to officers who become members of the Foreign Service on or after 1st July, 1956. Officers employed as at 30th June, 1956, may, where and so long as it is favourable to them, retain the leave allowance of their grade at that date, adjusted as necessary for a five-day week and subject to a maximum of 30 days when working in the United Kingdom.

*Comment:—*

It is impossible to define local leave to cover conditions at every post but generally speaking it is leave for which travelling expenses are not paid direct from public funds.

2. Officers who are stationed at 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 (see Annex II), and who, at the expiration of that 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 a year, with a maximum of 28 days.

3. In calculating, for the purposes of paragraphs 1 (a) and 2 above and 6 to 8 below the number of days of ordinary leave to which an officer is entitled 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. Permission to take ordinary leave is granted subject to the exigencies of the Service.

5.—(a) 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 at a post abroad, of the Secretary of State and, where appropriate, of the Head of the Post or of the Superintending Post or in the case of Superintending Consular Officers, of the Head of the Mission;

(ii) in the case of an Assistant Under-Secretary of State or of the Head of a Department in the Foreign Office of the Permanent Under-Secretary or of the Superintending Under-Secretary of State as the case may be;

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

(b) Applications for leave from Heads of Posts should state the name of the officer to be left in charge.

(c) Brief absences on local leave may be authorised by the Head of Post without reference to the Foreign Office. Such absences must, however, be reported in Life Certificates.

6. 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 in accordance with paragraph 8 below.

*Comment:—*

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

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

8. The following rules apply to accumulated leave:—

*(a) Branch A.*

Officers abroad may accumulate the ordinary leave to which they are entitled under paragraph 1 above up to but not exceeding the total ordinary leave to which they are entitled for three years.

*(b) Branches B, C and D.*

Officers abroad may accumulate the ordinary leave to which they are entitled under paragraph 1 above up to but not exceeding the total ordinary leave to which they are entitled for 3½ years.

(c) The amounts in paragraphs (a) and (b) above may be increased by up to 28 days in the case of officers serving at posts or in countries referred to in paragraph 2 above.

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

9. No leave may be accumulated in respect of service in the United Kingdom save in exceptional circumstances and with the express permission of the Secretary of State.

10. Travelling time (i.e., the time actually occupied by the outward and return journey by an approved