

route between the country where the officer is serving and the country where he is taking leave) is allowed on one occasion during each calendar year 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. 21.

11. The provisions of paragraphs 2, 6 to 8 and 10 apply only to officers serving abroad.

II.—SICK LEAVE.

12. 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.

13. 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 him to return to his duties.

14. 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 signed 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.

15. The permissions required for the grant of sick leave are the same as those described for ordinary leave in paragraph 5 of this regulation. In the case of officers serving abroad, permission need not be sought from the Foreign Office for any period of sick leave not exceeding 14 days.

16. The Secretary of State may require further medical certificates or periodical medical certificates reporting progress where he considers it desirable.

17. Subject to the provision of a medical certificate showing that the officer is likely to be able to resume his duties within a reasonable period, sick leave on full pay may be granted for a period or periods not exceeding six months in the aggregate during any period of twelve months. An officer who has had sick leave on full pay for the maximum period may be granted sick leave on half pay, subject always to a maximum of twelve months' sick leave (whether on whole or half pay and whether on the basis of a medical certificate or not) in any period of four years.

18. Where an officer has been granted the maximum amount of sick leave which can be granted on full or half pay, the grant of further sick leave will be conditional on the receipt by the Secretary of State of a reliable medical certificate showing that the officer is considered likely to be able to resume his duties within a reasonable period. If further sick leave is granted, the officer may be paid a salary at the rate not exceeding the amount of pension (if any) for which he would have qualified if he had retired for reasons of health at the time when his period of sick leave expired (hereafter referred to as pension rate of pay); or on half pay if this would be less than pension rate of pay. If the officer is unable to furnish a medical certificate as described above, the Secretary of State may, if he thinks fit, call on him to retire on grounds of ill-health.

Comment :—

(1) Periods of sick leave in excess of twelve months during any period of four years will be excluded from service on which annual increments of salary or pension on retirement are calculated.

(2) See paragraph 7 of this regulation as to the taking of accrued ordinary leave at the end of sick leave in the case of an officer serving abroad.

(3) See paragraph 3 (c) of this regulation as regards officers falling sick during their ordinary leave.

19. Any officer who is absent on sick leave as a result of an accident or assault in the United Kingdom shall not be allowed paid sick leave if a claim for damages lies against a third party, other than a servant of the Crown acting during the course of his duty, in respect of the accident or assault, but sums amounting to not more than the sums which would otherwise have been paid had the absence

been due to ordinary sickness may be advanced to such a person, if he undertakes to refund the total amount of the sum so advanced or the proportion thereof represented in the amount of damages received.

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.