

HIGH COMMISSIONER'S NOTICE No. 21 OF 1931.

It is hereby notified for general information that, under and by virtue of the powers in him vested by section *seven* of the Bechuanaland Protectorate Public Service Proclamation, 1924, His Excellency the High Commissioner has been pleased to approve the subjoined regulations (Chapter III) relating to the grant of leave of absence to members of the Public Service in the Bechuanaland Protectorate.

Except as provided in paragraph 1 of the subjoined regulations, Chapter III of the regulations published under High Commissioner's Notice No. 145 of 1925 is hereby cancelled.

By Command of His Excellency the  
High Commissioner.

B. E. H. CLIFFORD,  
Imperial Secretary.

High Commissioner's Office,  
Capetown, 16th February, 1931.

BECHUANALAND PROTECTORATE PUBLIC SERVICE  
REGULATIONS.

CHAPTER III.

LEAVE.

1. These regulations shall apply to all public officers, provided that officers already in the service shall have the option of remaining under the old leave regulations on giving notice to that effect in writing to the Government Secretary within three months from the date of publication of these regulations.

2. All leave is granted subject to the necessities of the Public Service, and leave once granted may be recalled at any time, if such a step be deemed necessary for the Public Service, by the authority which granted the leave.

3. Officers temporarily employed by the Government are not entitled to any leave beyond that (if any) which may be mentioned in their respective contracts with the Government.

4. Leave for more than six weeks in any one year can be granted only by the High Commissioner. Leave for six weeks or for any less period may be granted by the Resident Commissioner.

5. Occasional leave of absence on full pay, not to exceed fourteen days in any one year, exclusive of Sundays and public holidays, may be granted by the Resident Commissioner.

6. Applications for leave, other than that provided for under Regulation No. 5, should, as a rule, be dispatched so as to reach the Office of the Government Secretary fourteen days at least before the day from which it is proposed that the leave applied for shall commence. In the case of an application for accumulated leave or half-pay leave, the application should be made at least one month beforehand.

7. (1) Subject to the provisions of Regulation No. 9 and to the necessities of the service, officers on the fixed establishment may be granted in addition to the occasional leave provided for in Regulation No. 5 full-pay vacation leave at the rate of one and a half months for each period of twelve consecutive months' resident service, and such leave may accumulate up to a total of six months.

(2) If an officer not on the fixed establishment is appointed to an office on the fixed establishment and his service is continuous, the whole period of continuous employment may be taken into account in calculating the period of leave for which he is eligible.

(3) For the purpose of computing full-pay vacation leave under these regulations, service during the four years immediately preceding the coming into operation of these regulations shall be taken into consideration, but any leave taken during such period shall be deducted from the total leave

accruing in respect of such period. Half-pay leave for the purposes of this regulation shall be reckoned as full-pay leave in the proportion of two to one.

Provided always that where it is to an officer's advantage, only such portion of the last four years of service as at the date of these regulations shall have been continuous resident service, will be considered, in which case no deductions for leave previously taken shall be made. The continuous service referred to in this proviso shall not be affected by short periods of occasional leave.

8. In the case of officers who have completed two or more years' consecutive resident service spending their leave in some place overseas, the time necessarily taken on the voyage to and from such place (not exceeding seventeen days each way) shall not be reckoned as leave.

9. Save in exceptional circumstances to be approved by the Resident Commissioner, officers will be required to perform six months' continuous duty before applying for the vacation leave referred to in Regulation No. 7.

10. Every officer is liable and may be required to act without an increase of pay in an office ranking as high as or higher than his fixed appointment during the absence of the person ordinarily filling such office.

11. Leave of absence on half pay may be granted without any special grounds after three years' resident service from first appointment, provided that such leave together with any full pay vacation leave granted shall not, except on the grounds of urgent private affairs or ill-health exceed six months at any one time. Half-pay leave may be granted after a less duration of service than three years in cases of ill-health or urgent private affairs. In no case, however, shall half-pay leave exceed by more than six months one-sixth of the officer's resident service, and no officer shall be allowed to receive half salary continuously for more than eighteen months. Any further leave granted will be without pay.

12. Unless specially authorized, an officer who has obtained leave of absence must not leave his post until he has handed over to the officer who has been appointed to act for him during his absence or to some authorized officer.

13. An officer proceeding on leave and desiring to draw pay in the United Kingdom through the Crown Agents for the Colonies, must notify the Government Secretary accordingly, and should obtain from the Government Secretary, before proceeding on leave, a copy of his Leave and Last Pay Certificates in the forms "A" and "B" attached hereto. The Resident Commissioner will forward to the High Commissioner a duplicate of the Certificate "A", and in cases where the officer desires to draw pay in the United Kingdom, a duplicate of the Certificate "B", and the Government Secretary will advise the Crown Agents of the leave granted and forward to them a triplicate of Certificate "B".

14. Except as provided in Regulation No. 8 any leave granted to an officer is counted as including the first day on which he is absent from his duties and excluding the day on which he resumes duty, whether in the office previously held by him or in any other office to which he may be assigned.

15. Special leave of absence may be granted by the Resident Commissioner, with the approval of the High Commissioner, to any officer irrespective of his length of service, in case of ill-health or of urgent private affairs if it shall be proved that such indulgence is necessary. Leave of absence on full pay, on the ground of ill-health, may be granted by the Resident Commissioner for a period not exceeding fourteen days without reference to the High Commissioner.

16. In cases of ill-health, a certificate must be furnished to the satisfaction of the Resident Commissioner by one or more approved medical practitioners, stating the nature of the indisposition and certifying that the state of the officer's health renders the leave necessary.

17. When special leave is granted on the ground of ill-health, the person obtaining such leave may receive such salary during his absence from his duties as may be determined by the High Commissioner, provided that he shall not receive full salary for a longer period than six months within any period of two years, and that the amount of half-pay leave which may be granted shall be subject to the limitation prescribed by Regulation No. 11.

18. Should an officer entitled to ordinary vacation leave be compelled to apply for special leave on the ground of ill-health the grant of such leave shall not forfeit his right to such vacation leave, provided that the limitation as to pay during leave prescribed by the preceding paragraph shall not be disturbed.

19. In cases of urgent private affairs the nature of such affairs must be stated for the information of the Resident Commissioner. This may be done by confidential letter addressed direct to the Government Secretary.

20. When special leave is granted on the ground of urgent private affairs, full salary will not be paid for a longer period than the period of leave on full pay to which the applicant may at the time of his application be entitled.

21. On arriving in the United Kingdom an officer on leave will report his arrival by letter to the Dominions Office, mentioning his address, and he will similarly notify any subsequent change of address. The Financial Secretary and the Auditor should also send their addresses to the Director of Colonial Audit.

22. An officer will be required to embark for South Africa by the first steamer leaving the place where he is spending his leave after the date on which his leave of absence expires, and will be allowed pay at the rate which he is then drawing for any days which may elapse between the expiration of his leave and the departure of the steamer, provided that if there is a later steamer which is timed to arrive at his destination before the first one, he will be required to proceed by the later one. Extension of leave will date from the expiration of the original leave, and not from the day on which the officer would have had to embark if his leave had not been extended.

23. An officer seeking an extension of leave when in the United Kingdom must apply to the Under-Secretary of State for Dominion Affairs, Dominions Office, London, at least one clear month before the time when he ought to sail for South Africa on the termination of his existing leave, and must state the grounds on which he asks for the extension.

24. Save as is provided by sections *six* (3) of the Bechuanaland Protectorate Pensions and Police Pensions Proclamations, 1924, absence on leave without salary does not count for pension.

25. In case an officer to whom leave is granted occupies quarters owned or rented by the Government he shall be entitled to occupy them during such time as he may be on leave on full pay or half-pay, unless in the opinion of the Resident Commissioner it is essential for the performance of the duties of the office that the acting officer should reside in the quarters, in which case the officer on leave shall be required to vacate the whole or any part of such quarters as may be necessary.

26. Officers on leave who are in receipt of an allowance for house rent may draw so much of that allowance as may not be required for the acting officer.

27. All leave of absence granted to an officer shall be recorded in a leave register to be kept in the Resident Commissioner's Office.

28. As soon as any officer resumes duty after leave of absence, the fact shall be reported to the Government Secretary.

29. The High Commissioner may in special circumstances authorize a departure from these regulations in an individual case.

FORM A.

I hereby certify that, with the approval of the High Commissioner, I have granted to..... leave of absence on..... salary for..... months from the..... with an extension of leave on..... salary for.....

.....  
Resident Commissioner.

I hereby certify—

That the above leave was granted to commence on the..... of..... 19..., and to end on the..... of..... 19..., on the ground of.....

That..... has been in the service of the Bechuanaland Protectorate Government for..... years.

That in the course of that service he has been absent on leave, other than vacation leave, on several occasions, at the dates and for the terms specified below:—

- (1) For..... months, beginning on the..... of..... and ending on the..... of.....;
- (2) for..... months, beginning on the..... of..... and ending on the..... of.....;
- (3) for..... months, beginning on the..... of..... and ending on the..... of.....;

That provision has been made for the due execution of the duties of..... office during his absence by.....

That..... has notified to me his intention to apply to the Secretary of State for an extension of leave, and that I have granted him permission to do so.

	<i>Years.</i>	<i>Months.</i>
1. Total service from date of arrival in the Bechuanaland Protectorate to the date of certificate .....	.....	.....
2. Deduct total absences since arrival (other than vacation leave), whether with or without half-salary .....	.....	.....
3. Period of resident service .....	.....	.....
4. Leave on half-salary already taken since first arrival in the Bechuanaland Protectorate .....	.....	.....
5. Leave now granted (other than vacation leave) .....	.....	.....
6. Vacation leave now granted .....	.....	.....

.....  
Resident Commissioner.

FORM B.

I hereby certify that..... has received full salary at the rate of £..... per annum up to the....., 19..., as....., and that he is entitled to salary at the net rate of £..... a year, from the....., 19..., to the....., 19..., inclusive, and thereafter to salary at the rate of £.....

.....  
Financial Secretary.