

12. When a Branch B officer acts as Chargé d'Affaires at a Diplomatic Mission during the absence of the Head of the Mission, he will draw, in addition to his own foreign allowance, an allowance at rates laid down from time to time to enable him to meet the additional cost of entertainment.

REGULATION No. 4.

HOME SERVICE ALLOWANCES.

1. Home Service allowances will be payable to members of Branch B of the Foreign Service appointed for duty at the Foreign Office after service abroad. They comprise three elements:—

(i) A transfer grant, payable to all officers on transfer from a post abroad to a post at home.

(ii) An annual rent and representation allowance (towards special expenditure on rent and representation necessarily arising in connexion with an officer's position as a member of the Foreign Service) payable to senior and married officers.

(iii) An annual education allowance (designed to assist officers to meet extra expenditure resulting from special conditions in the Foreign Service in connexion with the education of their children) payable to officers with children.

Transfer Grant.

2. This grant will be of an amount equivalent to one-tenth of the mean of the officer's salary scale.

Comment.

(1) This grant, which will not be liable to Income Tax, will be payable to members of Branch B of the Foreign Service on appointment for duty at home after service abroad.

(2) Where transfer is accompanied by promotion, this amount will be calculated on the new salary.

Rent and Representation Allowance.

3. This allowance will be payable to members of Branch B during service at home after duty abroad. The amount of the allowance will vary according to the officer's grade and according to whether he is married or single, as shown in the following table:—

	Married.	Single.
Grades 1 and 2	£ 210	£ 100
Grade 3	150	70
Grade 4	100	50
Grades 5 and 6	50	nil

Comment.

This allowance will be liable to Income Tax.

Education Allowance.

4. This allowance, up to a maximum of £100 for each child, will be payable in respect of the amount by which the cost of boarding school education exceeds a standard figure which is assumed to represent the average normal cost of bringing up and educating a child.

This allowance is not payable in respect of more than two children unless the Secretary of State at his discretion so decides.

Comment.

This allowance will be liable to Income Tax.

5. The period during which these allowances will be payable to any individual will be limited to a maximum of five years, before the expiry of which an officer may ordinarily expect to have again been posted abroad.

REGULATION No. 5.

LEAVE.

1.—Ordinary Leave.

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

2.—(a) Members of the Service can take the ordinary leave, for which they are eligible under this regulation, only with the permission:—

(i) in the case of persons serving at a post abroad, of the Secretary of State and, where applicable, 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 the Head of a Department in the Foreign Office, the Superintending Under-Secretary of State;

(iii) in the case of other officers serving in the United Kingdom, of the Head of the Department 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.

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 B of the Foreign Service are eligible for ordinary leave on the following basis:—

Grade 4 and above: 42 days a year rising to 56 days after fifteen years in a grade carrying 42 days' leave.

Grade 5: 42 days a year.

Grade 6: 28 days a year.

Comment.

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

(2) An officer in Grade 4 or above taking leave in respect of service of which only a part falls within the period during which he is eligible for 42 days' leave a year is eligible for leave at the rate of 42 days for that part and at the rate of 56 days for the remainder of the period.

Similarly an officer in Grade 5 taking leave in respect of a period part of which was served in Grade 6 shall be eligible for leave at the rate of 28 days a year in respect of that part of his service in Grade 6 and at the rate of 42 days a year for the remainder of the period.

6. 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, 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, 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.

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

(a) No officer may accumulate leave in excess of the number of days shown below:—

Officers in Grade 4 and above with 15 years' service in a grade in which they were eligible for 42 days' leave a year (see paragraph 5)	196 days
Officers of Grade 5 or officers in Grade 4 and above with less than 15 years' service in a grade in which they were eligible for 42 days' leave a year	147 days
Officers in Grade 6	98 days

These limits of 196, 147 and 98 days respectively are increased by 28 days in the case of officers serving at the 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 he is granted travelling time for the purpose of proceeding on leave, take all the accumulated leave to which he is then entitled.