

(ii) *On Earned Leave.*

Wherever he is on earned leave he will retain the foreign allowance of his post but will draw no subsistence allowance

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

Any such case which may arise will be dealt with on its merits

6 When the officer is unmarried and is—

(i) *On Duty*

(a) In the United Kingdom.

He will be eligible for subsistence allowance and will retain, for the period of one month, the foreign allowance of his post. Thereafter, the foreign allowance 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 his salary scale

(b) Temporarily attached to another post.

He will retain the whole of the foreign allowance of his 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

(c) On duty in circumstances other than those in (a) and (b).

He will retain the foreign allowance of his post and draw subsistence allowance

(ii) *On Earned Leave*

Wherever his leave may be taken and whatever the foreign allowance of his post may be, the unmarried 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 his 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 exercise full discretion with regard to the further payment of foreign allowance

Comment

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

B—When the Officer is not returning to his Post.

7 When the officer is married and takes his wife and family (if any) with him and is—

(i) *On Temporary Duty.*

(a) In the United Kingdom

He will cease to receive his foreign allowance and receive a taxable allowance of £50 a year.

(b) At another post.

He will receive the foreign allowance of that post.

(ii) *On Earned Leave.*

He will receive the allowance described in paragraph 7 (i) (a) above.

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

No allowance will be payable

8 When an officer is married and leaves his wife and family (if any) at his post—

Such cases will be dealt with on their merits.

9 When the officer is unmarried and is—

(i) *On Temporary Duty.*

(a) In the United Kingdom

No allowance will be payable

(b) At another post

He will receive the foreign allowance of that post

(ii) *On Earned Leave.*

No allowance will be payable.

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

No allowance will be payable.

10 An officer, married or unmarried, who is on sick leave in the country where he is posted will retain his 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 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 of the Secretary of State and of the Head of Mission or post.

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 9 below and furnishes a medical certificate to that effect, the period of sickness will be regarded as sick leave.

4. Members of Branch D of the Foreign Service are eligible for ordinary leave on the following basis.—

Grades 1 and 2. 36 days a year.

Grade 3. 28 days a year

Comment

In addition they may be eligible for additional leave in respect of service in unhealthy posts (see paragraph 5 of this regulation).

5. 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

6 Subject to the limitations of paragraph 8 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.

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 are applicable to accumulated leave:—

(a) Every officer may accumulate the ordinary leave to which he is entitled under paragraph 4 above up to and not exceeding the total ordinary leave to which he 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 5 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 preceding on leave, take all the accumulated leave to which he is then entitled.

9. 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 he is taking his 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