

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. 5.

**II—SICK LEAVE**

10. 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.

11. 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 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.

12. The permissions required for the grant of sick leave are the same as those described for ordinary leave in paragraph 2 of this regulation. No reference need be made to the Foreign Office for any period of sick leave not exceeding 14 days.

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

14. Sick leave on full pay may, 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, 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.

15. Where an officer has been granted the maximum amount of sick leave which can be granted on 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 been 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 for 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.

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

**III—LEAVE (GENERAL)**

16. Every officer 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.

17. Every officer 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.

18. The actual dates of every officer's departure from his post abroad and on leave, and on his return must be officially reported to the Foreign Office by despatch.

**REGULATION No 5  
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, &c.), 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 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.

(b) Any journeys from the United Kingdom made by an officer to his post abroad on his appointment to such post.

(c) Any journey to his new post made by an officer on transfer from the place where the officer was previously serving or, if he was on leave at the time of transfer, from the place where he was spending his leave. If, however, the journey from the place where he was spending his leave is more expensive than the journey from his previous post, the officer will not be able to claim more than the amount payable in respect of a journey from the United Kingdom or from his previous post as the Secretary of State may decide.

3. Where the journey in the cases referred to in (b) and (c) of paragraph 2 above is made by an officer who is being moved at his own request before the completion of the three years' service at his post or by an officer who is being moved on account of misconduct, the officer would not be entitled to be repaid the cost of his travelling expenses.

4. The amount of the fares by rail, ship, aircraft or motor car, as the case may be, by an approved route, will be payable to an officer—

(a) If he is proceeding from or returning to his post during ordinary leave, in the cases specified in paragraph 5 below.

(b) If he is proceeding from or returning to his post during sick leave, in the cases specified in paragraph 6 below.

(c) If he is retiring on pension and is proceeding from his post to his place of retirement. If the journey to the place of his retirement is a more expensive journey than a journey to the United Kingdom, the officer will not be entitled to claim more than would be payable in respect of the journey to the United Kingdom.

**Comment.**

An officer who retires in circumstances where he is not granted a pension (i.e., at his own request or for misconduct) may not claim any travelling allowances on retirement.

5. An officer will only be entitled to receive the amount of fares in the cases referred to in paragraphs 4 (a) above (ordinary leave) after 30 months' consecutive service abroad or, in the case of officers serving at certain posts or in certain countries which are regarded as unhealthy for purposes of leave, after 18 months' consecutive service. Where leave is taken in a country other than the United Kingdom, the amounts payable in respect of fares will not usually be paid from public funds and will only be allowed if the Secretary of State decides that payment from public funds is warranted by the special circumstances of the case and, in any case, will not exceed those which would be payable in respect of a journey to or from the United Kingdom by an approved route. If, however, the amount of the fares to or from the place at which leave is being taken is less than the amount of the fares for a journey to the United Kingdom, the officer will not receive more than the amount of the fares for the journey actually taken.