

British Guiana.

REGULATIONS MADE BY THE GOVERNOR WITH THE APPROVAL OF THE SECRETARY OF STATE FOR THE GRANTING OF LEAVE TO OFFICERS ON THE FIXED ESTABLISHMENT OF THE COLONY.

1. These Regulations may be cited as the Public Officers Leave Regulations, 1939. Short title.

2. These Regulations shall apply to all persons employed in the public service of the Colony in offices named in the Civil List Ordinance or named or described in the annual Estimates as being on the "Fixed Establishment" other than persons serving on agreement. Application of Regulations.

3. In these Regulations — Definitions.
the term "minimum tour" means a tour of twenty-four months in the case of senior officers and thirty-six months in the case of junior officers. The term "officer" means a person to whom these Regulations for the time being apply ;
the terms "senior officer" and "junior officer" mean respectively an officer who holds a post and an officer

who does not hold a post, the initial emoluments of which are not less than \$2,400 per annum ;
 the term "tour" means a period during which an officer has served in the Colony, counting from the date of assumption of duty on first appointment or resumption after leave, until date of departure on leave and includes any period of local leave even if spent outside the Colony.
 the term "vacation leave" means leave with full salary following a tour, at the rate of five days in respect of each completed month of resident service in the case of senior officers, and four days in respect of each completed month of resident service in the case of junior officers.

Leave granted by the Governor.

4. Unless otherwise stated in these Regulations, leave is granted by the Governor at his discretion.

Service qualifying for leave.

5. Except as provided in Regulation 7 an officer shall not be granted vacation leave until he has completed a minimum tour and shall not ordinarily be called upon to serve a tour exceeding thirty-six months in the case of senior officers and forty-eight months in the case of junior officers. Within these limits the length of a tour shall be at the discretion of the Governor in each case, provided that the Governor may as an exceptional measure direct that a senior officer should serve a longer tour than thirty-six months and a junior officer than forty-eight months if necessary in the public interest.

Vacation leave on conclusion of tour.

6. On the conclusion of a tour of service as determined in accordance with Regulation 5, an officer shall ordinarily be granted vacation leave for a period not exceeding six calendar months ; provided that vacation leave in excess of six calendar months may be granted (a) in the case of an officer who having applied for leave on completion of the ordinary maximum tour has been directed to serve for a longer tour in accordance with the proviso to Regulation 5 and (b) in the case of an officer who not having been granted the full amount of vacation leave for which he is eligible or who having been recalled to the Colony from leave in the public interest has been permitted to carry forward the period of vacation leave not granted or unexpired to be taken on a subsequent occasion of leave.

Vacation leave before completion of minimum tour.

7. An officer may be granted vacation leave before completing a minimum tour :—

- (a) On medical grounds.
- (b) On the ground of urgent private affairs.
- (c) On the ground of public interest.
- (d) Prior to retirement, subject, if the officer is retiring at his own request, to the approval of the Secretary of State.

8.—(i) *Extensions of leave with full salary* may be granted on the ground of ill-health to any officer for any period not exceeding six calendar months, and when there is reason to believe that the officer will ultimately be fit for further service, for a further period with half salary not exceeding six calendar months. Extensions of leave.
Sick leave.

(ii) An officer who is required to undertake, or who undertakes with the approval of the Governor, any duty of course or study while on vacation leave may be granted such extension of leave, if any, with full salary as is necessary to enable him to complete the duty or course, and to enjoy an aggregate period of leave (exclusive of the period occupied by the voyages between the Colony and the United Kingdom) clear of duty or study equal to half the period of vocation leave granted to him. Study leave.

(iii) Extensions of leave may also be granted to officers on the ground of public interest. Unless otherwise directed, such extension will be granted with full salary.

(iv) Extensions of leave granted on any grounds other than those mentioned above in this Regulation will be without salary.

(v) Extensions of leave will date from the expiration of the original leave and not from the date on which the officer would have had to embark if his leave had not been extended.

(vi) Extensions of leave under this Regulation may be granted by the Secretary of State.

9.—(i) An officer who is granted leave under the foregoing Regulations will be granted, in addition, leave with full pay for the period of his voyages between the Colony and the United Kingdom, subject to a maximum period of twenty-one days, in each direction if the officer does not proceed by a route which is approved as a normal route. Leave for voyage.

(ii) An officer who is granted leave under the foregoing Regulations and who proceeds to some country other than the United Kingdom will ordinarily be granted, in addition, leave for the period of the journeys to and from the country to which he proceeds, or for twenty-one days whichever is the less.

(iii) An officer who is granted leave under the foregoing Regulations will be required to embark for British Guiana by the first suitable steamer leaving the United Kingdom or other country to which he has proceeded after the date on which his vacation leave expires and will be granted in addition leave with full pay for any days (not exceeding fourteen) which may elapse between that date and the date of the departure of the steamer.

10. An officer who travels, when proceeding on or returning from vacation leave, by an air route which has been approved as a nor- Air travel.

mal route may be granted an extension of leave equivalent to half the period by which the time actually occupied by the journey from or to the Colony is less than twenty-one days.

New tour
started after
leave.

11. An officer who is granted vacation leave will begin a new tour on his return to the Colony.

Leave not a
right.

12. Nothing in these Regulations shall give any Officer a right to any leave, passage, or other privileges.

Power to
vary Regu-
lations.

13. The Secretary of State may at any time revoke, alter, add to, or amend these Regulations.

Substitu-
tion.

14. These Regulations are substituted for the Leave Regulations made on the 25th November, 1922.

By Command,

G. D. OWEN,
Colonial Secretary.

6th June, 1939.