

- 2-3-2 Home leave credits begin to accrue and cease to accrue as of the actual
(2-3-2) date of arrival at and departure from the post unless the tour has been extended beyond a normal tour of duty for the post, in which case such credits cease upon twenty-four days' accumulation.

2-4 Transfer of Leave Credits

- 2-4-1 Annual, sick and special leave credits, earned by an F.S.O. or F.S.E. shall
(2-4-1) be carried with him on transfer between posts abroad or from Canada to a post abroad or from a post abroad to Canada. (*But see 2-22.*)

- 2-4-2 Where an F.S.O. or F.S.E. is transferred from a post where the hours of
(2-4-2) work are on the basis of a six-day week to a post where the hours of work are on the basis of a five-day week, the annual, sick and special leave credits will be reduced by one-sixth, and where an F.S.O. or F.S.E. is transferred from a post where the hours of work are on the basis of a five-day week to a post where the hours of work are on the basis of a six-day week, the annual, sick and special leave credits will be increased by one-fifth.

- 2-4-3 Home leave credits earned by an F.S.O. or F.S.E. shall be carried with
(2-4-3) him on transfer between posts abroad. (*See also 2-50 to 2-59.*)

2-5 Penalties

- 2-5-1 The Head of Post may make recommendations to the Director regarding
(2-5-1) penalties for infractions of leave regulations to be imposed on all members of his staff where he considers that such action is warranted.

- 2-5-2 Fines or other penalties shall not be imposed without the prior permission
(2-5-2) of the Director.

POST ADMINISTRATION

2-10 Leave Records

- 2-10-1 The Head of Post shall be responsible for maintaining leave records of all
(2-10-1) F.S.O.'s and F.S.E.'s at his post.

- * 2-10-2 At the end of each month, the Head of Post shall forward to the
(2-10-2) Assistant Director (Personnel) an Attendance Report (form TCS-108) for each F.S.O. and F.S.E. at the post. The Attendance Report must include the following:

- (a) an accounting of all days of the month;
- (b) details of temporary duty (on the reverse side of the form);
- (c) the signature of the F.S.O. or F.S.E. concerned and the approval by the Head of Post or by the officer designated by him.