

2-24 Assisted Annual Leave

2-24-1 At certain specified posts approval has been given for the payment of
(2-24-1) return transportation expenses to specified centers for the purpose of taking annual leave. (See 3-58).

2-24-2 No travelling time may be allowed.
(2-24-2)

SPECIAL LEAVE

2-30 Rate of Accrual

2-30-1 Special leave shall accrue to an F.S.O.'s or F.S.E.'s credit at the rate of:

- (2-30-1)
- (a) at a post where the hours of work are on the basis of a six-day week, one-half day for each completed month of continuous service abroad, up to a maximum of thirty days; or
 - (b) at a post where the hours of work are on the basis of a five-day week, five-twelfths of a day for each completed month of continuous service abroad, up to a maximum of twenty-five days.

2-30-2 When special leave credits have been drawn upon, they will again commence
(2-30-2) to accumulate until the maximum credit permitted under 2-30-1 is reached.

2-31 Extent of Special Leave

2-31-1 Special leave may be granted only for the following purposes and
(2-31-1) periods:

- (a) marriage of an F.S.O. or F.S.E. not in excess of,
 - (i) six days, in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) five days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week;
- (b) illness, death or quarantine in the F.S.O.'s or F.S.E.'s immediate family, not in excess of,
 - (i) six days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a six-day week, or
 - (ii) five days in the case of an F.S.O. or F.S.E. whose leave credits accrue on the basis of a five-day week,unless extended at the discretion of the Head of Post. The Application for Leave (form C.S.C. 263) should be accompanied by form C.S.C. 264 Rev. and a medical certificate;
- (c) other urgent domestic reasons, not in excess of three days in any one fiscal year; and
- (d) purposes deemed in the public interest by the Head of Post and duly reported by him to the Deputy Minister for such period as the Head of Post may deem necessary.