

47. The Head of a Department, and in his absence the Deputy-Head, may grant to each chief clerk, officer, clerk or other employee, leave of absence for purposes of recreation for a period not exceeding three weeks in each year; and every such officer, clerk or employee, whether in the first or second Division, shall take the leave so granted at such time during each year as the Head or Deputy-Head of the Department may determine : Yearly leave of absence.
Condition.

2. In case of illness or for any other reason which to him may seem sufficient, the Governor in Council may grant to any officer, chief clerk, clerk or other employee, leave of absence for a period not exceeding twelve months. In case of illness.

48. The Head of a Department, and in his absence the Deputy-Head shall have power,— Powers of Head or of Deputy in his absence as to suspensions, &c.

(a.) To suspend from the performance of his duties any officer or servant, who shall be guilty of misconduct or negligence in the performance of his duty ;

(b.) To remove such suspension, and allow the person so suspended to return to duty ; but no person shall receive any salary or pay for the time during which he was under suspension ; and—

(c.) In cases of neglect of duty or misconduct, to impose a fine, not in any case to exceed one day's pay, upon any officer or servant, and to deduct such fine from his salary : Fines for misconduct.

2. All cases of suspension or fine by the Deputy-Head of the Department shall be reported by him to the Head of the Department. Report in such cases.

49. No extra salary or additional remuneration of any kind whatsoever shall be paid to any Deputy-Head, officer or servant in the Civil Service of the Dominion unless such sum shall have been placed for that special purpose in the Estimates submitted to and voted by Parliament : No extra pay allowed unless voted.

2. When the duties of any superior officer or clerk are continuously performed by an officer or clerk of an inferior class or junior rank, during a period of more than three months, the officer or clerk performing such duties may, on the recommendation of the Deputy-Head concurred in by the Head of the Department, and provided that funds are available under parliamentary vote for such payment, receive in addition to his ordinary pay, the difference between such ordinary pay and the pay of the officer or clerk whose duties he has performed for the time he has performed such duties ; and— Allowance when duties of a superior are continuously performed by an inferior officer.