UNUSED LEAVE

The following examples, based on the annual leave credits of an F.S.O. with less than 10 years' service who is serving at a 5-day week post, will illustrate the accumulation and disbursement of "unused" leave:

1. An F.S.O. arrives at a 3-year post in December 1956. He has not used any of his 1956/57 annual leave credit of 20 days.

   In February 1957 he takes 5 days of his 1956/57 annual leave, leaving 15 days' credit. On April 1, 1957, he becomes eligible for his 1957/58 annual leave of 20 days, making a total credit of 35 days on which to draw during 1957/58. During 1957/58 he takes 10 days annual leave which is charged against the 35 days' credit, leaving a credit of 25 days. He is entitled to carry over to 1958/59, 20 days of this and the remaining 5 days are transferred to "unused" leave.

   On April 1, 1958, he becomes eligible for his 1958/59 annual leave of 20 days and his annual leave credit is now recorded as:

Annual Leave	"Unused" Leave
20 days carryover from 1957/58	
20 days credit for 1958/59	
40 days	5 days

   During 1958/59 he takes 18 days annual leave which is charged against his annual leave credit of 40 days, leaving 22 days of which 20 days may be carried over to 1959/60 and the remaining 2 days are transferred to "unused" leave.

   On April 1, 1959, he become eligible for his 1959/60 annual leave of 20 days and his annual leave credit is therefore recorded as:

Annual Leave	"Unused" Leave
20 days carryover from 1958/59	5 days (previous credit)
20 days credit for 1959/60	2 days
40 days	7 days

   In July 1959 he takes 10 days annual leave which is charged against his annual leave credit of 40 days, leaving 30 days credit. He departs from his post for home leave and arrives in Canada in December, 1959, with the following leave credits:

Home Leave.........	24 days
Annual Leave........	30 days
"Unused" Leave......	7 days

   On arrival in Canada, as his annual leave credit of 30 days is less than 2 full years' credit, he is eligible to draw on the "unused" leave of 7 days. However, this amount of leave, which totals 61 days, plus the 10 days leave taken at the post in July, represents more than 3 calendar months and under 2-1-4, prior approval of the Director must be secured to take more than 3 calendar months' leave in one fiscal year.

   He receives the Director's permission to take the full amount of his leave which he completes on March 27, 1960. He returns to his post, arriving April 1960 with his 1960/61 annual leave credit available to be drawn on at the post.

   (If the Director refuses permission, any balance of the 30 days' annual leave, provided it does not exceed 20 days, is carried forward to the next fiscal year and is added to that year's leave credit. The "unused" leave lapses.)