

CALCULATION OF LEAVE

Examples to illustrate 2-1-6, 2-3-1 and 2-4-2

1. On April 1, 1959, an F.S.O. on duty in Ottawa and with less than 10 years' service becomes eligible for his 1959/60 leave of 15 days. He is posted in 1959 and takes 15 days annual leave in June prior to leaving Canada:

- (a) He arrives at a 6-day week post on July 14. His annual leave for 1959/60 is recalculated as follows:

April 1, 1959, to June 30, 1959—3 months @ $1\frac{1}{4}$ days ($3\frac{3}{4}$ days) or, calculated to the nearest whole number.....	4 days
July 1, 1959, to March 31, 1960—9 months @ 2 days or.....	<u>18 days</u>
Annual leave credit for 1959/60.....	22 days
Annual leave taken.....	<u>15 days</u>
Annual leave credit for 1959/60 on arrival at post.....	7 days

- (b) He arrives at a 5-day week post on July 16. His annual leave for 1959/60 is recalculated as follows:

April 1, 1959, to July 31, 1959—4 months @ $1\frac{1}{4}$ days or.....	5 days
August 1, 1959, to March 31, 1960—8 months @ $1\frac{1}{4}$ days ($13\frac{1}{4}$ days) or, calculated to the nearest whole number.....	<u>13 days</u>
Annual leave credit for 1959/60.....	18 days
Annual leave taken.....	<u>15 days</u>
Annual leave credit for 1959/60 on arrival at post.....	3 days

(Where applicable, sick and special leave are recalculated in a similar manner.)

2. An F.S.O. with over 10 years' service has 10 days annual leave credit carried over from 1959/60. On April 1, 1960, he becomes eligible for his 1960/61 annual leave. On July 1, 1960, the hours of work at the post are changed from:

- (a) the basis of a 6-day week post to a 5-day week post:

Annual leave credit for 1960/61.....	30 days
Carryover from 1959/60.....	<u>10 days</u>
As of April 1, 1960, annual leave entitlement.....	40 days
On changeover to a 5-day week post the annual leave credit is reduced by $1/6$ ($1/6 \times 40 = 6\frac{2}{3}$ days) or, calculated to the nearest whole number.....	<u>7 days</u>
Annual leave credit after changeover.....	33 days

(Sick and special leave credits are similarly reduced by $1/6$.)

- (b) the basis of a 5-day week post to a 6-day week post:

Annual leave credit for 1960/61.....	25 days
Carryover from 1959/60.....	<u>10 days</u>
As of April 1, 1960, annual leave entitlement.....	35 days
On changeover to a 6-day week post the annual leave credit is increased by $1/5$ ($1/5 \times 35$) or.....	<u>7 days</u>
Annual leave credit after changeover.....	42 days

(Sick and special leave credits are similarly increased by $1/5$.)