

## \* \* \* EDUCATION LEAVE \* \* \*

1. In exceptional circumstances, education leave may be granted to Trade Commissioners if satisfactory arrangements can be made for the continuation of their work while they are absent. Usually such leave is granted on a "without pay" basis. However, in certain cases leave with full pay may be granted to take a short course when the result will be of direct value to the Trade Commissioner service. In certain other cases, leave with half pay may be granted to assist the Trade Commissioner to do post-graduate work of special interest to the Department.

2. All requests for education leave should be submitted with full details to the Assistant Director (Personnel) as far in advance as possible.

\* \* \*

*Original 3 January 61*