

If leave has been taken during the month, a copy of the Application for Leave (form C.S.C. 263) must accompany the Attendance Report. Where applicable a medical certificate should accompany the Application for Leave. (See 2-40 to 2-49 and 2-31.)

- 2-10-3 Any leave taken in excess of accrued credits will be treated as leave
(2-10-3) without pay and allowances. (But see 2-42.)

2-11 Hours of Work at Posts Abroad

- 2-11-1 Local customs and local government office hours should be considered in
(2-11-1) setting the office hours at each post.

- 2-11-2 Notwithstanding 2-11-1 the total number of hours of work each week
(2-11-2) shall approximate 37 hours and 30 minutes for either a six-day week or a five-day week.

2-12 Overtime

- 2-12-1 F.S.O.'s at posts abroad may not claim compensatory leave for overtime
work.

- (2-12-2) Leave may be granted to F.S.E.'s in compensation for overtime work, except as provided in (3-25-11), at the rate of one-half day's leave for each three and one-half hours' overtime at a five-day week post and for each three hours' overtime at a six-day week post. This leave credit may be used for annual, sick or special leave provided that:

- (a) the overtime work is performed on the authorization of the Head of Post;
- (b) the time of arrival and departure for overtime work is properly recorded;
- (c) the period of overtime work on each occasion is not less than one hour.

- (2-12-3) Compensatory leave taken as annual leave must be used at the post where it is earned. If not used prior to departure from that post it will be converted to sick leave or, if the F.S.E. specifically requests, to special leave.

- (2-12-4) Overtime earned and compensatory leave taken shall be recorded at the post and reported monthly to the Director on the reverse side of the Attendance Report.

- (2-12-5) Overtime work at conferences does not qualify an F.S.E. for compensatory leave.

2-13 Holidays

- 2-13-1 The following days may be observed as holidays:

- (2-13-1) (a) Sundays (and Saturdays where a five-day week is observed);

- (b) Any of the Canadian holidays listed below,

New Year's Day

Good Friday

Easter Monday

Queen's Birthday (Monday immediately preceding May 25)

Dominion Day