

Overtime is not as a rule paid to the higher grades of the Service; their hours of work cannot be exactly regulated by the clock but must depend on the amount of business to be done, so their rates of pay are fixed on the assumption that they will work any long hours that may be necessary without extra payment. Some grades are paid overtime when it is necessary and when it has been approved by a senior officer in advance. In other grades, arrangements are sometimes made to compensate for overtime hours, by having an equivalent number of hours off instead. The exact conditions applying in your case will be explained to you in detail by your Department if the occasion for overtime arises.

Whatever your hours of duty, spend your time as fully as possible on useful work. If you are not fully occupied, tell your supervisor and keep telling him until you are fully occupied. Meanwhile, in the intervals of work, there is always enough to do learning about your department and the conditions of service. You will always enjoy your job best when usefully occupied.

Leave

There are at present two leave schemes affecting officers of the Public Service. You will qualify under the 1951 Scheme which applies to all officers appointed after 1st April, 1951, and to those who did not opt to stay on the 1933 Scheme.

Vacation Leave.—Officers are eligible for vacation leave according to their grades and length of service: this is leave on full pay in respect of active government service. In certain Departments, some categories of officers are eligible for leave under separate Departmental schemes. Officers in Divisions III and IV must ordinarily use their vacation leave during the year in which it is earned.

Half-pay and no-pay leave, which may be granted in addition to vacation leave, are normally granted on compassionate grounds only.

Within limits you can take your leave when you wish, but of course everyone cannot be away at once, and your plans have to fit in with office convenience.

Sick Leave.—If you are absent from duty on account of illness you are granted leave on that ground, only during such time as you are certified by a registered doctor to be unfit to discharge your duties. It may be a private doctor or a Government Medical Officer.

If you are absent owing to illness for a lengthy period you will be granted sick leave with pay (full or half) or without pay within the limits prescribed in General Orders.

On each occasion when you are too ill to attend the office you must do all you can to let the head of your branch or section know as soon as possible. The usual method is to get someone to phone him. You must obtain a medical certificate and send it to your head of department within twenty-four hours of absence. If your illness continues, medical certificates, each of which should not exceed seven days, must be supplied to cover the entire period of absence.