

"Compassionate Leave

"631. Compassionate leave may be granted under the following conditions on the approval of District (or equivalent) Commanders. Such leave will not be a charge against annual leave except as provided in (c) below:—

- "(a) An officer or soldier may be granted three days' leave, plus travelling leave, in the case of the death of his mother, father, wife, child, sister, or brother.
- "(b) On production of satisfactory proof that his wife is about to be or has been recently confined, three days' leave, plus travelling leave, may be granted to an officer or soldier living away from his *bona fide* home.
- "(c) Any leave granted in excess of three days, plus travelling leave, will be deducted from annual leave or, if there is no balance of annual leave available, will be granted as leave without pay.

"Examination Leave

"632. Examination leave may be granted on approval of the Adjutant-General to cover the actual period of an examination. Such leave will not be granted for the purpose of study prior to an examination and will not, unless the Adjutant-General so directs, be reckoned as a charge against annual leave.

"Overseas Drafting Leave

"633A. Overseas drafting leave, plus travelling leave, may be granted on the following scale to an officer or soldier proceeding overseas without being a charge against annual leave:—

- "(a) If married and living at home and being accompanied overseas by his wife at public expense: Seven days.
- "(b) If married and stationed away from home and being accompanied overseas by his wife at public expense: Fourteen days.
- "(c) In all other cases and only where service overseas is to exceed six months: Up to seven days, provided that a married officer or soldier stationed away from home may be granted up to fourteen days if the absence overseas is to be twelve months or more, and, with the approval of the Adjutant-General, up to seven days if the absence is substantial but less than six months.
- "(d) Applications for Overseas Drafting Leave may, except where otherwise provided in (c) above, be approved by District (or equivalent) Commanders.

"Overseas Leave

"633B. On the approval of the Adjutant-General, officers or soldiers returning to New Zealand after service overseas may be granted leave in accordance with the following scale:—

- "(a) One day's special leave for each two months' service overseas, provided that such absence is in excess of six months.
- "(b) Where the period of service overseas is in excess of one year, up to twenty-one days' leave, plus leave as in (c) below, may be granted for each complete year of absence overseas. This leave will be inclusive of special leave as in (a) above, and any balance of annual leave due. Leave for incomplete years will be calculated proportionally on a daily basis.
- "(c) Leave to enable them to spend the full period of overseas leave as in (b) above at home, provided they travel by the most direct surface route (or equivalent) from port of disembarkation to their home.
- "(d) Service overseas shall be calculated from the date of embarkation in New Zealand to the date of disembarkation on return to New Zealand.

"Business Leave

"634. Special business leave may be granted to an officer or soldier on approval of the Adjutant-General. Application for such leave will be dealt with on its merits and, if approved, leave will be without pay or as a deduction from annual leave.

"Retiring Leave

"635. On approval of the Adjutant-General special leave of absence may be granted on the following scale to all officers or soldiers on retirement, provided that the sick leave taken in the twelve months preceding retirement has not exceeded three months:—

- "(a) Retiring on superannuation or compensation in lieu of superannuation: Three months.
- "(b) Discharged for own purposes and not receiving gratuity—
 - "Under ten years' service: No leave.
 - "Ten years and under twenty years: One month.
 - "Twenty years' service and over: Six weeks.
- "(c) Invalid: One to three months.
 - Except—

"(i) If discharged within six months of entry for medical reasons which can be certified as having existed prior to entry: Fourteen days.

"(ii) If discharged within six months of entry for medical reasons where medical disability was willfully concealed on entry: Only such leave as may be determined by the Adjutant-General.

"(iii) If discharged for medical reasons attributable to own misconduct or neglect: Only such leave as may be determined by the Adjutant-General.

"(d) Services dispensed with through no fault of own (other than for medical reasons) before reaching the retiring age or on completion of a limited engagement and not receiving a gratuity:—

- "(i) Under five years' continuous service: Up to one month.
- "(ii) Five years and under ten years: Two months.
- "(iii) Ten years and over: Three months.

"(e) Officers or soldiers discharged for reasons other than in the preceding subparagraphs shall not receive more than fourteen days' leave, and, in cases of less than one year's service, up to seven days only.

"(f) The Minister may, at his discretion, grant an equivalent payment by way of an allowance in lieu of leave which may be granted under subparagraph (a) above.

"Sick Leave

"636. Sick leave may be granted to all ranks of the N.Z. Regular Force, excluding soldiers of the Home Service Section, as follows:—

"(a) Subject to the provisions of subparagraph (h) below, sick leave when granted will be on full pay and allowances and will not be charged against annual leave. Pay will include pay for temporary rank, except where temporary rank is relinquished under subparagraph (m) below.

"(b) Absence from duty on account of injury or illness, whether or not in hospital, shall be regarded as sick leave.

"(c) Officers or soldiers absent from duty on account of injury or illness will report their absence to their Commanding Officer. Where such absence is for any continuous period greater than three days, they will cause to be forwarded to their Commanding Officer a medical certificate stating the nature of disability and the probable period of absence from duty. Notwithstanding that such period of three days has not elapsed, a Commanding Officer may, at his discretion, require the forwarding of such certificate.

"(d) A District Commander (or equivalent) may grant sick leave up to fourteen days. Where an extension or longer period is required, the approval of the Adjutant-General must be obtained.

"(e) Sick leave up to two months may be granted by the Adjutant-General, but any request for extension of such sick leave or for sick leave for a period exceeding two months shall require the approval of the Army Board.

"(f) Officers or soldiers who have been absent on sick leave for a continuous period of over three months will not be permitted to return to duty until passed by a Medical Board as fit to resume duty.

"(g) Where officers or soldiers are considered to be physically unfit for service because they are frequently on the sick list or for any other reason, a report by a Medical Board shall be obtained and forwarded to Army Headquarters for further action.

"(h) Sick leave on full pay shall be granted in accordance with the following scale. Leave may be granted in more than one period, but the aggregate amount of leave on pay provided in the scale is intended to cover the whole period of service:—

Length of Service.	Aggregate Period for which Sick Leave on Full Pay may be granted during Service.
Up to 3 months	7 days.
Over 3 months and up to 6 months	14 days.
Over 6 months and up to 9 months	31 days.
Over 9 months and up to 5 years	46 days.
Over 5 years and up to 10 years	92 days.
Over 10 years and up to 20 years	183 days.
Over 20 years and up to 30 years	275 days.
Over 30 years	365 days.

"(j) The following cases shall be dealt with on their merits by the Adjutant-General, and are the only exceptions to the scale laid down in subparagraph (h) above:—

- "(i) Disability due to a wound, injury, or illness, such disability being attributable to the performance of military duty and not due to the fault, negligence, or misconduct of the officer or soldier concerned.
- "(ii) Disability arising out of war service.

"(k) Where, under subparagraph (j) above, any special sick leave is granted which for the time being is in excess of the scale set out in subparagraph (h) above, such excess leave, whenever possible, shall be regarded as in anticipation of sick leave becoming due on completion of a further period of service. Such special sick leave shall not for the purpose of subparagraph (h) hereof be included in the aggregate of sick leave, but such leave shall, nevertheless, be noted on the officer's or soldier's leave record.

"(l) Where it is necessary for an officer or soldier to be isolated on account of an infectious condition in his household or elsewhere, any such period of isolation shall count against normal sick leave. Absence in these cases shall be supported by a medical certificate.

"(m) In the case of protracted illnesses, an officer or soldier will relinquish temporary rank, if any, after a continuous period of twenty-eight days' sick leave.

"(n) An officer or soldier who has commenced retiring leave shall not be granted sick leave.