

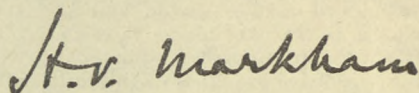
FOR OFFICIAL USE ONLY*Not to be communicated to anyone outside H.M. Service***ADMIRALTY FLEET ORDER****SPECIAL LEAVE TO NON-INDUSTRIAL MEMBERS OF THE
ADMIRALTY STAFF**

ADMIRALTY, S.W.1,

29th April, 1943.

The following Order having been approved by My Lords Commissioners of the Admiralty is hereby promulgated for information and guidance and necessary action.

By Command of their Lordships,


Distribution Limited

To Commanders-in-Chief (not C.-in-C., H.F.), Flag Officers, Senior Naval Officers Ashore, Superintendents or Officers in Charge of H.M. Naval Establishments, and Admiralty Overseers concerned.

Head of "P" Branch

NOTE:—The scale of distribution is shown in the Admiralty Fleet Order Volume, 1941, Instructions, paragraph 10.

2002.—Special Leave to Non-Industrial Members of the Admiralty Staff

(C.E.4145/43.—29.4.1943.)

It has been decided that, as a war-time measure, special leave may in the following circumstances be granted to civilian non-industrial staff at the discretion of Heads of Establishments and Departments without prior reference to the Admiralty.

2. *Domestic Affliction Leave.*—(a) *Bereavement.*—Special leave with pay is normally granted only in respect of the death of near relatives. It is not intended to lay down specific scales, but grants should be restricted, unless there are other exceptional circumstances, to cover attendance at the funeral, the making of funeral arrangements (if that duty necessarily devolves on the applicant) and, if necessary, travelling time during working hours. Such special leave with pay will not extend to business arrangements arising out of the estate or affairs of the deceased. Each application should be considered on its individual merits and grants made, according to the circumstances, within a maximum of 4 days.

(b) *Serious Illness of Relatives.*—Special leave with pay is not normally allowed in these cases, but if an officer has necessarily to absent himself from duty, e.g., to be in attendance to give his consent to an operation or where it is certified that his presence at the bedside is necessary in the interests of the patient's chance of recovery, a grant of special leave with pay may be made within a maximum of 4 days.

(c) In other cases of sickness of relatives, special leave with pay cannot be granted. But, if no annual leave is due, officers may be allowed a short period of *unpaid* leave to make arrangements for the care of a sick person for whom they are responsible. No such leave in excess of 12 days in any one leave year should be granted on this account without reference to the Admiralty (C.E.II Branch), Bath.

3. *Married Women with Husbands on Leave from the Forces or the Mercantile Marine.*—(a) It is the policy of H.M. Government that wives of service personnel should be granted a reasonable measure of leave when their husbands are on leave from the Forces or the Merchant Navy, and this policy should be followed unless Service considerations require otherwise. They are expected, however, to conserve their annual restricted allowance of leave for this purpose, and they should not expect to be granted, as a matter of right, paid and unpaid leave to the extent of the sum total of their own and their husbands' leave. Any annual leave due to a married woman must first be utilised, but if none is due, *unpaid* leave may be granted, within a limit of 14 days in the leave year in excess of the war-time restricted allowance of leave and of public holidays.

(b) Cases of soldiers or airmen on leave from overseas and of Naval and Mercantile Marine personnel whose periods of leave are necessarily irregular require special consideration. Every endeavour should be made to meet reasonable requests from their wives for special leave, and if necessary the total of paid and unpaid leave may be granted in one period. The possibility of further leave being again required during the same leave year should, however, be borne in mind.

(c) It is expected that the total paid and unpaid leave, the grant of which is authorised above, should suffice. Any application for leave in excess of the allowance stated should be referred to the Admiralty (C.E.II Branch), Bath. It should in particular be understood that it is not possible to grant applications for paid leave in excess of the restricted war-time allowance which are put forward on the ground that that allowance falls short of the peace-time allowance.

(d) It should be noted that such provisions as may be prescribed by the Ministry of Labour and National Service for application to married women in industry and in commerce do not apply to non-industrial civil servants.

4. Members of the Home Guard are allowed special leave with pay under A.F.O.1455/41. Similarly members of Cadet Corps attending camps or special instructional courses held under Military, Naval or Air Force auspices should be allowed special leave with pay up to a maximum of six days. Members of Youth Movements attending camps, etc., neither run by the service authorities, nor approved by them, are not to be granted special leave, but should utilise annual leave.

5. Requests for types of special leave not specifically covered by the above or by existing regulations or orders should, as in the past, be submitted to the Admiralty (C.E.II), Bath, for decision.

6. It should be realised that periods of unpaid leave do not count for increment, superannuation, etc. Care should therefore be taken to confine grants of unpaid leave to the minimum.

7. Care should also be taken that an application is not granted or recommended unless the facts fully justify such a course, and any application which appears to be made merely to supplement the ordinary restricted annual leave should not be entertained without the closest examination.

8. Whenever unpaid leave is granted, the paying officer is *immediately* to be informed.

9. A quarterly return of unpaid leave granted should be made to the Admiralty (C.E.II), Bath, at the end of each quarter. The return is to state the name and grade of the officer, the purpose for which the leave was granted and the inclusive dates of unpaid absence.

(A.F.Os. 2860/40, 1455/41, 1863/41, 4817/41, 2455/42 and 2950/42.)