



THE PROVINCE OF TRANSVAAL

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## PROVINCIAL ADMINISTRATION.

### ADMINISTRATOR'S NOTICE.

The following notice relating to the administration of the Province of the Transvaal is published under the authority of the Administrator for general information.

J. H. O. VAN GRAAN,  
Provincial Secretary.

Office of the Administrator of Transvaal, Pretoria.

Administrator's Notice No. 513.]

[29 June 1960.

### HOSPITAL SERVICE REGULATIONS.

The Administrator, in terms of paragraph (a) of section fifty-seven of the Hospitals Ordinance, 1958 (Ordinance No. 14 of 1958), hereby—

(a) makes the following regulations; and  
(b) revokes Administrator's Notices Nos. 641, 642 and 644 of the 29th day of August, 1958;

with effect from the first day of January, 1960.

### HOSPITAL SERVICE REGULATIONS.

#### DIVISION OF REGULATIONS.

- |               |  |
|---------------|--|
| Chapter I.    | General (regulations 1 to 20).   |
| Chapter II.   | Leave of Absence (regulations 21 to 49).   |
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| Chapter IV.   | Rail Concessions (regulations 60 to 77).   |
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| Chapter VIII. | Official Hours of Attendance, Attendance Registers, Working Weeks and Overtime Remuneration (regulations 103 to 108).                |
| Chapter IX.   | Occupation of Official Quarters (regulations 109 to 117).  |

#### CHAPTER I.

##### GENERAL.

###### Definitions.

1. In these regulations, unless the context otherwise indicates—

"abroad" means a country or region outside the borders of the Union and the territory;  
"accommodation" means lodging, bedding, meals, liquid refreshment and laundering, excluding alcoholic liquor and dry cleaning or any combination of these items;

## PROVINSIALE ADMINISTRASIE.

### ADMINISTRATEURSKENNISGEWING.

Onderstaande kennisgewing wat betrekking het op die administrasie van die Provinse Transvaal word op gesag van die Administrateur vir algemene inligting gepubliseer.

J. H. O. VAN GRAAN,  
Provinsiale Sekretaris.

Kantoor van die Administrateur van Transvaal, Pretoria.

Administrateurskennisgewing No. 513.]

[29 Junie 1960.

### HOSPITAALDIENSREGULASIES.

. Die Administrateur—

(a) maak hierby die volgende regulasies; en  
(b) herroep Administrateurskennisgewings Nos. 641, 642 en 644 van die 29ste dag van Augustus 1958; met ingang van die eerste dag van Januarie 1960, ingevolge paragraaf (a) van artikel sewe-en-vyftig van die Ordonnansie op Hospitale, 1958 (Ordonnansie No. 14 van 1958):—

### HOSPITAALDIENSREGULASIES.

#### INDELING VAN REGULASIES.

- |                |   |
|----------------|---|
| Hoofstuk I.    | Algemeen (regulasies 1-20).   |
| Hoofstuk II.   | Afwesighedsverlof (regulasies 21-49).   |
| Hoofstuk III.  | Verlofgratifikasies (regulasies 50-59).   |
| Hoofstuk IV.   | Spoorwegkoncessies (regulasies 60-77).  |
| Hoofstuk V.    | Verblyftoeleae (regulasies 78-88).  |
| Hoofstuk VI.   | Amptelike Reise en Vervoer (regulasies 89-98).  |
| Hoofstuk VII.  | Oorplasingskoste en Vervoervoerregte by Eerste Aanstelling en by Diensbeendiging en Dood (regulasies 99-102). |
| Hoofstuk VIII. | Amptelike Diensure, Bywoningregistrasies, Werkwee en Oortydbesoldiging (regulasies 103-108).                  |
| Hoofstuk IX.   | Bewoning van Amptelike Wonings (regulasies 109-117).  |

#### HOOFSTUK I.

##### ALGEMEEN.

###### Woordbepalings.

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

„amptelike woning”, enige perseel wat die eiendom is van, of ingevolge 'n huurkontrak of andersins wettig gebruik word deur die Administrasie, en wat aan die bekleer van enige besondere amp of pos deur die Direkteur vir bewoning deur so 'n bekleer toegewys is uit hoofde van sy bekleding van so 'n amp of pos

“adverse remark” means any written remark by a reporting officer or head of office which, read in its full context, is adverse and also includes anything else in a report which the Director may indicate as adverse;

“calendar month” means a period extending from a day in one month to the day preceding the day corresponding numerically to that day in the following month, both days included;

“calendar year” means a period from 1st January until the 31st December next succeeding (both days included);

“concession” means the refund contemplated by regulation 61;

“concessionnaire” means any nurse, officer or pensioner who is entitled to a refund in terms of regulation 61 or the wife or child of any such officer or pensioner, or a person in respect of whom a concession is granted in terms of regulation 69;

“cycle” means a period of three years reckoned from the 1st January, 1960, and each succeeding period of three years;

“day of rest” means—

(a) a Sunday in the case of an officer or employee who normally does not work on such a day; or

(b) such other day as he is normally relieved from duty in lieu thereof in the case of an officer or employee who normally works on a Sunday;

“Government” means the Government of the Union as defined in section *one* of the Public Service Act, 1957 (Act No. 54 of 1957);

“head of office” means the superintendent of a hospital or the head of an office, branch, institution, division, section or place of work and includes the Director;

“headquarters” means the city, town or place where the principal duties of an officer or employee are or have to be performed or which may be indicated as his headquarters by the Director;

“hospital” means a provincial hospital or an institution or service established in terms of section *four* of the Ordinance;

“household” means—

(a) the wife of an officer or employee and a child (including an adopted child) who is permanently resident with and necessarily entirely dependant upon him and includes the wife of a non-white officer to whom she is married according to Bantu law and custom, provided such non-white officer is not married to more than one woman;

(b) a relative of an officer or employee who is permanently resident with and necessarily dependent upon him and whose income does not exceed the maximum amounts laid down in terms of paragraph (a) in the case of a white person, or in the case of a non-white person, irrespective of race, paragraph (b) of subsection (1) of section *six* of the Old Age Pensions Act, 1928 (Act No. 22 of 1928), as amended, or an increase thereof; and

(c) not more than two servants (including nursemaids) employed in a full-time capacity by the officer or employee;

“incremental month” means the month during which the salary of an officer or employee may be increased in accordance with the scale which is applicable to him;

“incremental period” means a period of twelve calendar months or another approved period which must elapse in regard to any officer or employee before his salary may be increased in accordance with the scale applicable to him;

“month” means a period extending from the first to the last day, both days included, of any one of the twelve months of the year;

“night” means the hours between 8 p.m. and 6 a.m.;

en sluit 'n gedeelte van, of 'n kamer in, so 'n perseel in wat aldus toegewys is ten opsigte van die persoon aan wie dit aldus toegewys is;

“betaling”, die salaris of loon wat gewoonlik aan 'n beampete of werknemer betaalbaar is wanneer hy in diens is en sluit in toelaes wat nie by so 'n salaris of loon inbegrepe is nie, met behoorlike inagneming van regulasies met betrekking tot en opdragte in verband met sulke toelaes, wat deur die Administrateur of deur die Departement uitgereik word;

“blanke beampete”, 'n beampete wat 'n blanke persoon is;

“blanke persoon”, 'n blanke persoon soos in artikel *een* van die Bevolkingsregistrasiewet, 1950 (Wet No. 30 van 1950), omskryf;

“blanke werknemer”, 'n werknemer wat 'n blanke persoon is;

“buiteland”, 'n land of landstreek buite die grense van die Unie en die gebied;

“diens”, enige onafgebroke voltydse diens in enige hoedanigheid in die Administrasie;

“die gebied”, die gebied Suidwes-Afrika, en sluit die hawe en nederetting Walvisbaai in;

“herberg”, slaapplek, beddegoed, etes, vloeibare versings en was en stryk van wasgoed uitgesonderd alkoholiese drank en droogschoonmaak, of enige samestelling van hierdie items;

“hoofkwartier”, die stad, dorp of plek waar die hoofpligte van 'n beampete of werknemer verrig word of moet word of wat hom deur die Direkteur as sy hoofkwartier aangewys word;

“hoof van die kantoor”, die superintendent van 'n hospitaal of die hoof van 'n kantoor, tak, inrigting, afdeling of werkplek en sluit die Direkteur in;

“hospitaal”, 'n provinsiale hospitaal of 'n inrigting of diens ingestel ingevolge artikel *vier* van die Ordonnansie;

“huishouding”—

(a) die eggenote van 'n beampete of werknemer en 'n kind (insluitende 'n aangename kind) wat permanent by hom inwoon en noedsaaklikerwys geheel en al van hom afhanglik is en sluit die vrou in van 'n nie-blanke beampete met wie sy volgens die Bantoe-reg en -gebruik getroud is, mits so 'n nie-blanke beampete nie met meer as een vrou getroud is nie;

(b) 'n familieelid van 'n beampete of werknemer wat permanent by hom inwoon en noedsaaklikerwys van hom afhanglik is en wie se inkomste nie die maksimum bedrag wat voorgeskryf is kragtens paragraaf (a) in die geval van 'n blanke, of in die geval van 'n nie-blanke, ongeag sy ras, paragraaf (b) van subartikel (1) van artikel *ses* van die Ouderdomspensionswet, 1928 (Wet No. 22 van 1928), soos gewysig, of 'n verhoging daarvan oorskry nie;

(c) nie meer as twee bedienende (insluitende kinderoppassers) nie, wat in 'n voltydse hoedanigheid by die beampete of werknemer in diens is;

“kalendermaand”, 'n tydperk wat strek van 'n dag in een maand af tot die dag wat die dag wat numeriek met daardie dag ooreenstem in die volgende maand voorafgaan, albei dae inbegrepe;

“kalenderjaar”, 'n tydperk wat strek van 1 Januarie af tot die 31ste Desember wat daarop volg, albei dae inbegrepe;

“konsessie”, die terugbetaling wat by regulasie 61 beoog word;

“konsessionaris”, enige verpleegster, beampete of pensioentrekker wat ingevolge regulasie 61 tot 'n terugbetaling geregtig is of die eggenote of kind van enige sodanige beampete of pensioentrekker of 'n persoon ten opsigte van wie 'n konsessie ingevolge regulasie 69 toegestaan is;

“maand”, 'n tydperk wat van die eerste tot die laaste dag, albei dae inbegrepe, van enige van die twaalf maande van die jaar strek;

“nag”, die ure tussen 8 nm. en 6 vm.;

- “non-white employee” means an employee who is not a white person;
- “non-white officer” means an officer who is not a white person;
- “non-white person” means a person who is not a white person;
- “official quarters” means any premises which, being owned or held on lease or otherwise in the lawful occupation of the Administration, has been assigned to the holder of any particular office or post by the Director for occupation by such holder by virtue of his holding such office or post and includes a portion of or a room in such premises which has been so assigned in respect of the person to whom it has been so assigned;
- “Ordinance” means the Hospitals Ordinance, 1958 (Ordinance No. 14 of 1958);
- “overtime duty” means official duty performed by an officer or employee—
- (a) (i) on a Sunday, in the case of an officer or employee who does not normally work on such a day; or
  - (ii) who normally works on a Sunday and in lieu thereof is relieved from duty on another day, on such other day;
- (b) over and above the working week prescribed for him in terms of Chapter VIII, on days on which he normally works;
- “pay” means the salary or wage normally payable to an officer or employee when on duty and includes allowances which do not form part of such salary or wage, due regard being had to regulations pertaining to and directions in connection with such allowances, issued by the Administrator or by the Department;
- “personal effects” means the movable property of an officer or employee and of his household, including vehicles but excluding livestock, domestic animals and pets;
- “protectorates” means the Swaziland, Bechuanaland and Basutoland protectorates;
- “reporting officer” means any officer who, as first party, completes a report in respect of another officer;
- “salary increment” means the approved amount by which a salary may be increased according to the appropriate scale;
- “service” means any continuous full-time service in any capacity in the Administration;
- “subsistence allowance” means payment designed to recompense an officer or employee for reasonable expenses necessarily incurred by him on accommodation, whilst absent from his headquarters on official duty, over and above his normal living expenses at his home;
- “Sunday” means—
- (a) a calendar Sunday or a public holiday mentioned in the Second Schedule to the Public Holidays Act, 1952 (Act No. 5 of 1952), in the case of an officer or employee who does not normally work on such a day; or
  - (b) such other day as he is normally relieved from duty in lieu thereof, in the case of an officer or employee who normally works on a Sunday or on a first-mentioned public holiday;
- “superintendent” means the person in whom the local control and management of a provincial hospital, institution or service is vested in terms of section six of the Ordinance;
- “the territory” means the territory of South West Africa, and includes the port and settlement of Walvis Bay;
- „nie-blanke beamppte”, ‘n beamppte wat nie ‘n blanke persoon is nie;
- „nie-blanke persoon”, ‘n persoon wat nie ‘n blanke persoon is nie;
- „nie-blanke werknemer”, ‘n werknemier wat nie ‘n blanke persoon is nie;
- „ongunstige opmerking”, enige skriftelike opmerking deur ‘n verslaggewende beamppte of hoof van die kantoor wat, in sy volle verband gelees, ongunstig is en sluit ook enigets anders in ‘n verslag in wat die Direkteur as ongunstig mag aandui;
- „oortyddiens”, amptelike diens wat ‘n beamppte of werknemer—
- (a) (i) op ‘n Sondag verrig, in die geval van ‘n beamppte of werknemer wat nie gewoonlik op sodanige dag werk nie; of
  - (ii) wat gewoonlik op ‘n Sondag werk en in plaas daarvan op ‘n ander dag van diens vrygestel word, op sodanige ander dag verrig;
- (b) bo en behalwe die werkweek wat vir hom kragtens die bepalings van hoofstuk VIII voorgeskryf is, verrig op dae waarop hy gewoonlik werk;
- „Ordonnansie”, die Ordonnansie op Hospitale, 1958 (Ordonnansie No. 14 van 1958);
- „persoonlike besittings”, die roerende goed van ‘n beamppte of werknemer en van sy huishouding, met inbegrip van voertuie, maar nie lewende hawe, huis- of troeteldiere nie;
- „protektorate”, die protektorate Swaziland, Betsjoeana-land en Basoetoeland;
- „Regering”, die Regering van die Unie soos in artikel een van die Staatsdienswet, 1957 (Wet No. 54 van 1957), omskryf;
- „rusdag”—
- (a) ‘n Sondag in die geval van ‘n beamppte of werknemer wat nie gewoonlik op sodanige dag werk nie;
  - (b) ‘n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is in die geval van ‘n beamppte of werknemer wat gewoonlik op ‘n Sondag werk;
- „salarisverhoging”, die goedgekeurde bedrag waarmee ‘n salaris volgens die toepaslike skaal verhoog kan word;
- „salarisverhogingsmaand”, die maand waarin die salaris van ‘n beamppte of werknemer verhoog kan word volgens die skaal wat op hom van toepassing is;
- „salarisverhogingstydperk”, ‘n tydperk van twaalf kalendermaande of ‘n ander goedgekeurde tydperk wat met betrekking tot enige beamppte of werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;
- „skriftelike mededeling”, ‘n ander verslag as ‘n verslag in die vorm deur die Direkteur voorgeskryf, wat ten opsigte van ‘n bepaalde beamppte ingedien word of ‘n verslag of opmerking in verband met ‘n bepaalde aangeleenthed of voorval waarby ‘n beamppte betrokke was;
- „Sondag”—
- (a) ‘n kalendersondag of ‘n openbare feesdag genoem in die Tweede Bylae by die Wet op Openbare Feesdae, 1952 (Wet No. 5 van 1952), in die geval van ‘n beamppte of werknemer wat nie gewoonlik op sodanige dag werk nie;
  - (b) ‘n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is, in die geval van ‘n beamppte of werknemer wat gewoonlik op ‘n Sondag werk of op ‘n eersgenoemde openbare feesdag;
- „superintendent”, die persoon by wie die plaaslike beheer oor en bestuur van ‘n provinsiale hospitaal, inrigting of diens ingevolge artikel ses van die Ordonnansie berus;
- „tydkring”, ‘n tydperk van drie jaar gereken van 1 Januarie 1960 af, en elke daaropvolgende tydperk van drie jaar;

"white employee" means an employee who is a white person;

"white officer" means an officer who is a white person;

"white person" means a white person as defined in section one of the Population Registration Act, 1950 (Act No. 30 of 1950);

"working week" means the official period of service which an officer or employee is required to complete in respect of a period which extends from midnight between a Saturday and Sunday to midnight between the following Saturday and Sunday;

"written communication" means a report, other than a report in the form prescribed by the Director, which is submitted in respect of a particular officer or a report or remark in regard to a particular event or incident in which an officer was involved; and any other word or expression has the meaning assigned thereto in sub-section (1) of section one of the Ordinance.

#### *Delegation of Powers by Director.*

2. (1) The Director may delegate any power conferred upon him in terms of the provisions of these regulations to another officer or employee on such conditions as he may determine.

(2) The Director may at any time revoke a delegation made in terms of this regulation.

#### *Duties of Superintendents and Heads of Offices.*

3. (1) In addition to any functions or duties lawfully assigned to or imposed upon him, the superintendent shall be responsible for maintaining discipline, efficient administration and the proper use and care of any property of the Administration controlled by him.

(2) The head of the office is responsible to the officer or employee who exercises authority over him, for maintaining discipline, efficient administration and the proper use and care of property of the Administration in his office, branch, institution, division or place of work.

#### *Official Channels of Communication.*

4. (1) Any communication from an officer or employee intended for the Director shall be submitted to the Director through his superintendent.

(2) Subject to the provisions of paragraph (f) of section fifty-two of the Ordinance, any application by an officer or employee in connection with a matter affecting his position in the Department shall be made by such person himself to or through his superintendent or a person contemplated in sub-regulation (4), as the case may be, and no officer or employee may make such an application by or through any person who is not an official channel of communication as contemplated in this regulation.

(3) An officer or employee shall be entitled to have any representations made by him submitted to the Administrator or the Director through his superintendent.

(4) Nothing in this regulation shall preclude an officer or employee from making representations directly to any person authorised by the Director.

#### *Interviews with the Press.*

5. Except with the consent of the Director no officer or employee shall grant an interview to the Press in regard to any matter connected with or arising out of his official duties.

#### *Obedience.*

6. (1) Subject to the provisions of sub-regulation 2 an officer or employee shall obey unconditionally a lawful instruction given to him by a person who is competent to do so.

(2) An officer or employee may, after having carried it out, demand that an instruction referred to in sub-regulation (1) be repeated in writing and he may submit for decision any complaint he may have in connection therewith, but subject to the provisions of regulation 4.

„verblyftoelae", betaling wat bedoel is om 'n beampete of werknemer te vergoed vir redelike uitgawes wat hy, benewens sy normale bestaansuitgawes by sy tuiste, noodwendig aan herberg moet aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is;

„verslaggewende beampete", enige beampete wat as eerste party, 'n verslag ten opsigte van 'n ander beampete voltooi;

„werkweek", die amptelike dienstyd wat 'n beampete of werknemer moet voltooi ten opsigte van 'n tydperk wat strek vanaf middernag tussen 'n Saterdag en Sondag tot middernag tussen die volgende Saterdag en Sondag:

en enige ander woord of uitdrukking het die betekenis daaraan geheg by subartikel (1) van artikel een van die Ordonnansie.

#### *Delegasie van bevoegdheid deur Direkteur.*

2. (1) Die Direkteur kan enige bevoegdheid wat kragtens die bepalings van hierdie regulasies aan hom verleen is, aan 'n ander beampete of werknemer deleger op die voorwaardes wat hy bepaal.

(2) Die Direkteur kan 'n delegasie wat kragtens hierdie regulasie verleen is, te eniger tyd herroep.

#### *Pligte van superintendente en hoofde van kantore.*

3. (1) Benewens enige werksaamhede of pligte wat wettiglik aan hom opgedra of opgelê is, is die superintendant verantwoordelik vir die handhawing van discipline, doeltreffende administrasie en die behoorlike gebruik en versorging van enige eiendom van die Administrasie, waaroor hy beheer het.

(2) Die hoof van die kantoor is aan die beampete of werknemer wat oor hom die gesag voer, verantwoordelik vir die handhawing van discipline, doeltreffende administrasie en die behoorlike gebruik en versorging van eiendom van die Administrasie in sy kantoor, tak, inrigting, afdeling of werkplek.

#### *Amptelike diensweë van mededeling.*

4. (1) Enige mededeling van 'n beampete of werknemer, wat vir die Direkteur bedoel is, moet deur bemiddeling van sy superintendent aan die Direkteur voorgelê word.

(2) Behoudens die bepalings van paragraaf (f) van artikel twee-en-vyftig van die Ordonnansie, moet enige aansoek deur 'n beampete of werknemer in verband met 'n saak wat sy posisie in die Departement raak, gedoen word deur so iemand self by of deur bemiddeling van sy superintendent, of iemand beoog in subregulasie (4), na gelang van die geval, en geen beampete of werknemer mag so 'n aansoek doen deur of deur bemiddeling van enig-iemand wat nie 'n amptelike diensweg van mededeling, soos in hierdie regulasie beoog is, nie.

(3) 'n Beampete of werknemer is geregtig om enige vertoe wat deur hom gerig word, deur bemiddeling van sy superintendent aan die Administrateur of die Direkteur te laat voorlê.

(4) Geen bepaling van hierdie regulasie belet 'n beampete of werknemer om vertoe regstreeks tot enige persoon wat deur die Direkteur gemagtig is, te rig nie.

#### *Onderhoude met die pers.*

5. Uitgesonderd met die toestemming van die Direkteur, mag geen beampete of werknemer 'n onderhoude aan die pers toestaan ten opsigte van enige saak in verband met of voortspruitende uit sy amptelike pligte nie.

#### *Gehoorsaamheid.*

6. (1) Behoudens die bepalings van subregulasie (2), moet 'n beampete of werknemer 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, onvoorwaardelik gehoorsaam.

(2) 'n Beampete of werknemer kan eis dat 'n in subregulasie (1) bedoelde bevel skriftelik herhaal word na gehoorsaming daarvan en hy kan enige klage wat hy in verband daarmee het vir beslissing voorlê, dog onderworpe aan die bepalings van regulasie 4.

*Residential Addresses and Telephone Numbers.*

7. An officer or employee shall notify the head of the office of his residential address and of his telephone number at home, if he has a telephone, and any change thereof, and the head of the office shall make a record thereof in a register which shall be kept for this purpose.

*Private Financial Transactions.*

8. (1) An officer or employee shall not become a party to any form of promissory note for compromising purposes: Provided that the Director may give his written consent to a departure from the provisions of this sub-regulation if he has satisfied himself by investigation that the proposed transaction is being entered into for acceptable reasons not connected with speculation, gambling or any other improper dealing which may lead to the pecuniary embarrassment of the officer or employee concerned: Provided further, that such consent shall not be given in respect of a transaction between two officers, an officer and an employee or two employees.

(2) An officer or employee shall under no circumstances borrow money from a subordinate serving in the same hospital.

(3) If it is evident that an officer or employee is in debt to an unreasonable extent, if he becomes insolvent or assigns his estate for the benefit of his creditors or if a judgment for debt or a decree of civil imprisonment has been obtained against him in a court of law, he shall, if the Director so requires, furnish the Director with a detailed and complete statement of his liabilities together with an explanation as to how the liabilities were incurred and how he proposes to liquidate them.

*Legal Proceedings for Debt.*

9. The issue of a process for debt, civil imprisonment, judgment or insolvency proceedings in which an officer or employee is the defendant, shall forthwith and together with full particulars of the circumstances which led to the issue of such process, be reported to the Director by—

- (a) the registrar or master of the superior court, magistrate or special justice of the peace as the case may be; and
- (b) the officer or employee who is the defendant.

*Acceptance of Gifts, Commission, Money or Reward.*

10. (1) An officer or employee shall not accept, without the permission of the Director, a gift, pecuniary or otherwise, offered to him by a member of the public by reason of his occupying or having occupied a particular office or post in the hospital service.

(2) An employee shall not, without the permission of the Director, accept or demand in respect of the carrying out of or the failure to carry out his duties, any commission, fee or reward, pecuniary or otherwise (not being the emoluments payable to him in respect of his duties) or shall not fail to report to the Director the offer of such commission, fee or reward.

*Replying to Questions.*

11. An officer or employee shall reply explicitly to a lawful question put to him by a person who is competent to put such question to him: Provided that an officer or employee shall not be compelled to furnish to a question a reply which may incriminate him.

*Payment of Non-pensionable Allowance: Acting Appointments.*

12. (1) Subject to the provisions of sub-regulation (2), the Director may authorise the payment to an officer or employee who acts in a post classified by the Administrator in terms of section forty-one of the Hospitals Ordinance, 1958, as that of Superintendent, Secretary, Engineer, Matron or Principal for a period in excess of

*Woonadresse en telefoonnummers.*

7. 'n Beamppte of werknemer moet die hoof van die kantoor in kennis stel van sy woonadres en van sy telefoonnummer tuis, as hy 'n telefoon het, en verandering daarvan, en die hoof van die kantoor moet daarvan aantekening maak in 'n register wat vir die doel gehou word.

*Private geldelike transaksies.*

8. (1) Vir skikkingsdoeleindes mag 'n beamppte of werknemer nie medepligting wees aan enige vorm van skuldbewys nie: Met dien verstande dat die Direkteur skrifte-like toestemming daar toe kan verleen dat daar van die bepalings van hierdie subregulasie afgewyk word as hy hom deur ondersoek oortuig het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks met spekulasié, dobberly of enige onbehoorlike handeling wat die betrokke beamppte of werknemer in geldelike moeilikheid kan laat kom, te doen het nie: Voorts met dien verstande, dat sodanige toestemming nie ten opsigte van 'n transaksie tussen twee beamptes, 'n beamppte en werknemer of twee werknemers verleen mag word nie.

(2) Onder geen omstandighede mag 'n beamppte of werknemer geld van 'n ondergeskikte leen wat in dieselfde hospitaal dien nie.

(3) As dit blyk dat 'n beamppte of werknemer in 'n onredelike mate in die skuld is, as hy insolvent raak of so boedel afstaan ten behoeve van sy skuldeisers of as 'n vonnis weens skuld of 'n gyselingsbevel teen hom in 'n gereghof verkry is, moet hy, as die Direkteur dit vereis, 'n uitvoerige en volledige staat van sy skulde aan die Direkteur voorlê tesame met 'n verklaring van hoe die skulde aangegaan is en hoe hy van voorneme is om sodanige skulde te vereffen.

*Regsvordering weens skuld.*

9. Die uitreiking van 'n prosesstuk weens skuld, gyseling, vonnis of insolvenciesgedinge waarby 'n beamppte of werknemer die verweerde is, moet dadelik en tesamie met volledige besonderhede van die omstandighede wat tot die uitreiking van sodanige prosesstuk geleei het, aan die Direkteur gerapporteer word deur—

- (a) die griffier of meester van die hoër gereghof, landdros of spesiale vrederegter, na gelang van die geval; en
- (b) die beamppte of werknemer wat die verweerde is.

*Aanneem van geskenke, kommissie, geld of beloning.*

10. (1) 'n Beamppte of werknemer mag nie sonder die toestemming van die Direkteur 'n geskenk, geldelik of anders, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in die hospitaaldiens beklee of beklee het nie.

(2) 'n Werknemer mag nie sonder die toestemming van die Direkteur enige kommissie, geld of beloning, geldelik of anders (wat nie die emolumente is wat ten opsigte van sy pligte aan hom betaalbaar is nie) aanneem of dit eis ten opsigte van die uitvoering van sy pligte of die versuim om sy pligte uit te voer, of versuim om aan die Direkteur die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

*Beantwoording van vrae.*

11. 'n Beamppte of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel is deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n beamppte of werknemer nie verplig is om 'n antwoord wat hom sal inkrimineer op 'n vraag te verstrek nie.

*Betaling van nie-pensioengewende toelae: Aanstellings in waarnemende hoedanigheid.*

12. (1) Behoudens die bepalings van subregulasie (2) kan die Direkteur aan 'n beamppte of werknemer wat in 'n pos wat deur die Administrateur kragtens artikel een-en-veertig van die Ordonnansie op Hospitale, 1958, as dié van Superintendent, Sekretaris, Ingenieur, Matrone of Prinsipale ingedeel is, vir 'n tydperk van langer as drie kalendermaande waarneem en daardeur belangrike addisionele aanspreeklikhede moet aanvaar, die betaling

three calendar months, whereby he is charged with important additional responsibilities, of a non-pensionable allowance in respect of such acting service: Provided that this sub-regulation shall not be applicable to—

- (a) a member of the relieving staff; or
- (b) an officer or employee who acts in the stead of the head of an office who is absent on leave:

Provided further that such allowance may be paid only to an officer or employee who acts in the most senior post of each such classification in the hospital concerned.

(2) The allowance referred to in sub-regulation (1) shall be paid on such conditions as are approved by the Administrator, but such allowance shall not exceed an amount equal to the difference between the salary of the acting officer or employee and—

- (a) the minimum notch of the salary scale attaching to the post in which he acts; or
- (b) the minimum notch of the scale attaching to a post of principal cost controller in the administrative division;

whichever is the lower.

#### *Confidential Nature of Documents Concerning Officers and Employees.*

13. Subject to the provisions of sub-section (4) of section fifty-one and sub-section (14) of section fifty-three of the Ordinance, all documents, files and correspondence concerning anything which may be done in terms of the Ordinance and these regulations and which are the property of the Administration are of a confidential nature and officers and employees, or their legal representatives at any enquiry directed by the Administrator in terms of the Ordinance, shall not have the right of access thereto or inspection thereof: Provided that officers and employees may be permitted to have such access to and inspection of the documents, files and correspondence mentioned as may be necessary for the performance of their official duties.

#### *Reports on Staff and Adverse Remarks.*

14. (1) A report in a form prescribed by the Director, shall, as frequently as the exigencies of the hospital service so demand, be completed by the reporting officer in respect of any officer and be submitted to the Department by the superintendent.

(2) Subject to the provisions of sub-regulation (3), an officer in respect of whom a report has been completed in terms of sub-regulation (1) shall not have the right of access thereto.

(3) Any adverse remark contained in a report shall, by the officer who made the remark, be brought to the notice of the officer reported upon in writing and in its full context. The officer reported upon must sign the written communication and return it, together with any representations, in writing, he desires to submit, to the officer who made the remark. The foregoing provisions also apply to adverse remarks made in respect of an officer in a written communication, except that such remarks shall be brought to the notice of the officer by the head of the office: Provided that an adverse remark contained in the minutes of a meeting of a merit committee shall not be brought to the notice of an officer reported upon.

(4) Notwithstanding the provisions of sub-regulation (3), the Director or an officer authorised thereto by him, may approve that adverse remarks be not brought to the notice of an officer if he is of opinion that it is not in the interest of the hospital service or the officer concerned: Provided that the Administrator may direct that any adverse remarks be brought to the notice of an officer, either in writing or verbally.

van 'n nie-pensioengewende toelae ten opsigte van sodanige diens in 'n waarnemende hoedanigheid magtig: Met dien verstande dat hierdie subregulasie nie van toepassing is nie op—

- (a) 'n lid van die aflospersoneel; of
- (b) 'n beampete of werknemer wat namens die hoof van die kantoor tydens sy afwesigheid met verlof waarneem:

Voorts met dien verstande dat die toelae slegs betaalbaar is aan 'n beampete of werknemer wat in die mees senior pos van elke sodanige indeling in die betrokke hospitaal waarneem.

(2) Die toelae in subregulasie (1) genoem word betaal op sodanige voorwaardes as wat deur die Administrateur goedgekeur word, maar sodanige toelae mag nie meer wees nie as 'n bedrag gelyk aan die verskil tussen die salaris van die waarnemende beampete of werknemer en—

- (a) die minimum kerf van die salarisskaal verbondé aan die pos waarin hy waarneem; of
- (b) die minimum kerf van die skaal wat aan 'n pos van eerste-kostekontroleur in die administratiewe afdeling verbondé is, watter ook al die minste is:

#### *Vertroulike aard van dokumente rakende beamptes en werknemers.*

13. Behoudens die bepalings van subartikel (4) van artikel een-en-vyftig en subartikel (14) van artikel drie-en-vyftig van die Ordonnansie, is alle dokumente, leers en korrespondensie met betrekking tot enigets wat kragtens die Ordonnansie en hierdie regulasies gedoen kan word en wat die eiendom van die Administrasie is, vertroulik van aard en beamptes en werknemers, of hulregsverteenwoordigers by enige ondersoek wat deur die Administrateur gelas is kragtens die Ordonnansie, het nie die reg op toegang daartoe of insae daarin nie: Met dien verstande dat beamptes en werknemers toegelaat mag word om dié toegang tot en insae in genoemde dokumente, leers en korrespondensie te hé wat vir die verrigting van hul amptelike pligte nodig is.

#### *Verslae oor personeel en ongunstige opmerkings.*

14. (1) 'n Verslag in 'n vorm deur die Direkteur voorgeskryf, moet so dikwels as wat die behoeftes van die hospitaaldiens dit vereis, ten opsigte van enige beampete deur die verslaggewende beampete ingeval word en ingediend word by die Departement deur die superintendent.

(2) Behoudens die bepalings van subregulasie (3) het 'n beampete ten opsigte van wie 'n verslag ingevolge subregulasie (1) voltooi is, nie die reg om insae daarin te hé nie.

(3) Enige ongunstige opmerking in 'n verslag vervat moet deur die beampete deur wie dit gemaak is, skriftelik en in sy volledige samehang onder die aandag gebring word van die beampete oor wie gerapporteer word. Laasgenoemde beampete moet die skriftelike mededeling onderteken en dit tesame met enige skriftelike vertoë wat hy wil voorlê aan eersgenoemde beampete terugbesorg. Die voorafgaande bepalings is ook van toepassing op ongunstige opmerkings wat ten opsigte van 'n beampete gemaak word in 'n skriftelike mededeling, behalwe dat sodanige opmerkings deur die hoof van die kantoor onder die beampete se aandag gebring moet word: Met dien verstande dat 'n ongunstige opmerking wat in die notule van 'n vergadering van 'n merietekomitee vervat is, nie onder die aandag van die beampete oor wie gerapporteer word, gebring mag word nie.

(4) Ondanks die bepalings van subregulasie (3) kan die Direkteur of 'n beampete deur hom daartoe gemagtig, goedkeur dat ongunstige opmerkings nie onder die aandag van 'n beampete gebring word nie indien hy van oordeel is dat dit nie in die belang van die hospitaaldiens of die betrokke beampete is nie: Met dien verstande dat die Administrateur kan gelas dat enige ongunstige opmerkings skriftelik of mondeling onder 'n beampete se aandag gebring word.

(5) If it is found by a person or body who has to countersign or consider a report in respect of an officer, that no justification exists for an adverse remark appearing therein, the adverse remark shall be expunged therefrom and the officer concerned be advised in writing of the expunction if the adverse remark had already been brought to his notice. Such advice of expunction shall then form part of the report.

#### *Examination by a Medical Board.*

15. (1) The Director may at any time require that an officer or employee submit himself to an examination by a registered medical practitioner or a medical board indicated or constituted by the Director. The expenditure connected with the examination shall be met from provincial funds: Provided that the officer or employee who is to be examined, may, if he so desires, arrange at his own expense for his private medical practitioner to be present at the meeting of the medical board.

(2) The Director may prescribe the form in which the report of the medical board is to be submitted.

#### *Salary Increments.*

16. (1) Subject to the provisions of section forty-six of the Ordinance and of sub-regulation (2), the salary of an officer or employee shall be increased by one salary increment within the limits of the scale applicable to him, after completion of each incremental period and with effect from the first day of such officer's or employee's incremental month.

(2) If the head of the office issues a certificate in which it is declared that the officer's or employee's conduct as to industry, discipline, punctuality or sobriety was not uniformly satisfactory during an incremental period or that he did not perform his work uniformly satisfactorily during such incremental period, the salary of such officer or employee shall not be increased in terms of the provisions of sub-regulation (1): Provided that the Director may, at his discretion, approve that the salary of an officer or employee be increased in terms of the provisions of sub-regulation (1) notwithstanding that a certificate mentioned in this sub-regulation has been issued.

(3) If the salary of an officer or employee is not increased in terms of the provisions of sub-regulation (1) or of the proviso to sub-regulation (2) on account of the issue of a certificate mentioned in sub-regulation (2)—

(a) the Director shall notify such officer or employee in writing of the reasons therefor and also that at the expiry of a continuous period to be indicated and which shall be not longer than an incremental period, a salary increment may be granted by the Director on condition that a certificate is issued by the head of the office in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period; and

(b) the case shall be reported to the Administrator in the case of an officer in the professional, administrative or clerical division.

(4) (a) If the period mentioned in paragraph (a) of sub-regulation (3) is shorter than an incremental period, the Director shall grant the officer or employee one salary increment with effect from the first day of the month following the date on which such period expired: Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period.

(5) Indien dit deur 'n persoon of liggaam wat 'n verslag ten opsigte van 'n beampie moet mede-ondersteek of moet oorweeg, bevind word dat daar geen regverdiging bestaan vir 'n ongunstige opmerking wat daarin voorkom nie, word daardie ongunstige opmerking uit die verslag geskrap en die betrokke beampie skriftelik van die skrapping verwittig indien die ongunstige opmerking reeds onder sy aandag gebring was. Sodanige verwittiging van skrapping moet dan 'n deel van die verslag uitmaak.

#### *Ondersoek deur 'n geneeskundige raad.*

15. (1) Die Direkteur kan te eniger tyd eis dat 'n beampie of werknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer aangewys, of 'n geneeskundige raad saamgestel deur die Direkteur. Die koste verbonde aan die ondersoek word uit provinsiale gelde betaal: Met dien verstande dat die beampie of werknemer wat ondersoek moet word, indien hy dit verlang, op eie koste kan reël dat sy private geneesheer by die verrigtinge van 'n geneeskundige raad teenwoordig kan wees.

(2) Die Direkteur kan die vorm voorskryf waarin 'n verslag van 'n geneeskundige raad ingedien moet word.

#### *Salarisverhogings.*

16. (1) Behoudens die bepalings van artikel ses-en-veertig van die Ordonnansie en van subregulasie (2), word die salaris van 'n beampie of werknemer verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke salarisverhogingstydperk en wel met ingang van die eerste dag van sodanige beampie of werknemer se salarisverhogingsmaand.

(2) As die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat 'n beampie of werknemer se gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid gedurende 'n salarisverhogingstydperk nie deurgaans bevredigend was nie of dat hy sy werk gedurende sodanige salarisverhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige beampie of werknemer nie kragtens die bepalings van subregulasie (1) verhoog nie: Met dien verstande dat die Direkteur na goeddunke kan goedkeur dat die salaris van 'n beampie of werknemer kragtens die bepalings van subregulasie (1) verhoog word nietestaande dat 'n sertifikaat soos in hierdie subregulasie bedoel, uitgereik is.

(3) Indien die salaris van 'n beampie of werknemer nie kragtens die bepalings van subregulasie (1) of van die voorbehoudsbepaling van subregulasie (2) verhoog word nie vanweë die uitreiking van 'n in subregulasie (2) bedoelde sertifikaat, word—

(a) sodanige beampie of werknemer deur die Direkteur skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat nie langer as 'n salarisverhogingstydperk is nie, 'n salarisverhoging deur die Direkteur toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beampie of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was; en

(b) die saak aan die Administrateur gerapporteer in die geval van 'n beampie in die professionele, administratiewe of klerklike afdeling.

(4) (a) Indien die in paragraaf (a) van subregulasie (3) bedoelde tydperk korter is as 'n salarisverhogingstydperk, word een salarisverhoging deur die Direkteur aan die beampie of werknemer toegeken met ingang van die eerste dag van die maand wat volg op die datum waarop genoemde tydperk verstryk: Met dien verstande dat sodanige salarisverhoging slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampie of werknemer se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was.

(b) If an officer or employee has been granted a salary increment in terms of paragraph (a), the Director shall grant him a further salary increment after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation (1) had such increase not been withheld in terms of sub-regulation (2): Provided that such salary increment may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) continued to be satisfactory from the date of the granting of the salary increment mentioned in paragraph (a) to the date preceding that on which a salary increment may be granted in terms of this paragraph: Provided further that the provisions of this paragraph shall not apply to an officer or employee if his salary is already equal to the maximum notch of the appropriate scale.

5. If an officer or employee is not granted a salary increment in terms of paragraph (a) of sub-regulation (4)—

- (a) such officer or employee shall again be notified in writing by the Director of the reasons therefor and that at the expiry of a continuous period which must be indicated and which must be equal to the difference between the period mentioned in paragraph (a) of sub-regulation (3) and an incremental period, a salary increment may be granted by the Director on condition that the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during the continuous period mentioned;
- (b) the provisions of paragraph (b) of sub-regulation (3) shall apply *mutatis mutandis*; and
- (c) the Director shall grant the officer or employee two salary increments after the expiry of an incremental period reckoned from the date on which his salary would have been increased in terms of sub-regulation (1) if such increase had not been withheld in terms of the provisions of sub-regulation (2): Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during the continuous period mentioned in paragraph (a): Provided further that only one salary increment may be granted to such officer or employee if his salary is already equal to the penultimate notch of the appropriate scale.

(6) If the period mentioned in paragraph (a) of sub-regulation (3) is equal to an incremental period, the Director shall grant such officer or employee two salary increments after the expiry of such period: Provided that such salary increments may be granted only if the head of the office issues a certificate in which it is declared that the officer's or employee's work performance and his conduct in regard to the qualities mentioned in sub-regulation (2) were satisfactory during such period: Provided further that such officer or employee may be granted one salary increment only if his salary is already equal to the penultimate notch of the appropriate scale.

(7) If an officer or employee is not granted a salary increment in terms of paragraph (b) of sub-regulation (4), paragraph (c) of sub-regulation (5) or sub-regulation (6), the provisions of sub-regulations (2), (3), (4), (5) and (6) shall *mutatis mutandis* become operative afresh.

(b) Indien 'n salarisverhoging kragtens paragraaf (a) aan 'n beampie of werkneemter toegeken is, word 'n verdere salarisverhoging deur die Direkteur aan hom toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het as sodanige verhoging nie kragtens die bepalings van subregulasie (2) weerhou was nie: Met dien verstande dat sodanige salarisverhoging slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampie of werkneemter se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe steeds bevredigend was vanaf die datum van toekenning van die in paragraaf (a) bedoelde salarisverhoging tot die datum wat dié voorafgaan waarop 'n salarisverhoging kragtens hierdie paragraaf toegeken kan word: Voorts met dien verstande dat die bepalings van hierdie paragraaf nie op 'n beampie of werkneemter van toepassing is nie as sy salaris reeds gelyk is aan die maksimum kerf van die toepaslike skaal.

(5) Indien 'n salarisverhoging kragtens paragraaf (a) van subregulasie (4) nie aan 'n beampie of werkneemter toegeken word nie—

- (a) word sodanige beampie of werkneemter weereens deur die Direkteur skriftelik verwittig van die redes daarvoor asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat gelykstaande moet wees met die verskil tussen die in paragraaf (a) van subregulasie (3) bedoelde tydperk en 'n salarisverhogingstydperk, 'n salarisverhoging deur die Direkteur toegeken kan word op voorwaarde dat 'n sertifikaat deur die hoof van die kantoor uitgereik word waarin verklaar word dat die beampie of werkneemter se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe bevredigend was gedurende aaneenlopende tydperk;
- (b) is die bepalings van paragraaf (b) van subregulasie (3) *mutatis mutandis* van toepassing; en
- (c) word twee salarisverhogings deur die Direkteur aan sodanige beampie of werkneemter toegeken na verstryking van 'n salarisverhogingstydperk gereken vanaf die datum waarop sy salaris kragtens subregulasie (1) verhoog sou gewees het as sodanige verhoging nie kragtens die bepalings van subregulasie (2) weerhou was nie: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampie of werkneemter se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe bevredigend was gedurende die in paragraaf (a) bedoelde aaneenlopende tydperk: Voorts met dien verstande dat slegs een salarisverhoging aan sodanige beampie of werkneemter toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

(6) Indien die in paragraaf (a) van subregulasie (3) bedoelde tydperk gelyk is aan 'n salarisverhogingstydperk, word twee salarisverhogings deur die Direkteur aan sodanige beampie of werkneemter toegeken na verstryking van sodanige tydperk: Met dien verstande dat sodanige salarisverhogings slegs toegeken kan word as die hoof van die kantoor 'n sertifikaat uitreik waarin verklaar word dat die beampie of werkneemter se werkverrigting en gedrag met betrekking tot die in subregulasie (2) bedoelde eienskappe gedurende sodanige tydperk bevredigend was: Voorts met dien verstande dat slegs een salarisverhoging aan sodanige beampie of werkneemter toegeken kan word as sy salaris reeds gelyk is aan die tweede laaste kerf van die toepaslike skaal.

(7) Indien 'n salarisverhoging nie kragtens paragraaf (b) van subregulasie (4), paragraaf (c) van subregulasie (5) of subregulasie (6) aan 'n beampie of werkneemter toegeken word nie, tree die bepalings van subregulasies (2), (3), (4), (5) en (6) *mutatis mutandis* opnuut in werking.

(8) Subject to the provisions of this regulation, the salary of an officer or employee to whom a salary increment has been granted in terms of paragraph (b) of sub-regulation (4), paragraph (c) of sub-regulation (5) or sub-regulation (6), shall, at the expiry of each further incremental period, be increased by one salary increment within the limits of the scale applicable to him.

#### *Applications for Posts in the Department.*

17. Every application for appointment, promotion or transfer to a vacant post in the Department shall be made on a form prescribed by the Director.

#### *Birth and Health Certificates of Candidates for Appointment.*

18. (1) No person nominated for appointment in a permanent capacity or on probation to a full-time post in the Department, other than a post of domestic or labourer, shall be so appointed unless he has furnished, to the satisfaction of the Director—

- (a) a certificate of birth, or if he is unable to produce such certificate, particulars of his parentage and the place and date of his birth;
- (b) a declaration as to any diseases or mental or physical disabilities from which he has suffered;
- (c) an undertaking, if unable to produce proof of successful vaccination or of having suffered from smallpox, to submit himself to vaccination from smallpox within thirty days of the date of his assumption of duty in the Department and to produce proof of successful vaccination or of insusceptibility to vaccination within ninety days of the said date; and
- (d) a certificate reflecting the results of an examination by a registered medical practitioner and indicating that he is free from any mental or physical defect, disease or infirmity which would be likely to interfere with the proper carrying out of his duties or to render necessary his retirement from the service of the Department before reaching the age prescribed for retirement.

(2) Every declaration and undertaking and the results of every medical examination required under this regulation shall be furnished in a form prescribed by the Director.

#### *Minimum Age on Appointment in the Department.*

19. No person shall be appointed to the Department unless he has attained the age of sixteen years.

#### *Salary on Promotion.*

20. Subject to the provisions of section forty-six of the Ordinance and regulation 16, the salary of an officer or employee shall be adjusted on the following basis when he is promoted to a post of higher grade:—

- (a) If his existing salary is less than the minimum of the new scale, it shall be advanced to such minimum and the date of promotion shall become his future incremental date: Provided that if by such adjustment his salary during his next incremental period would be adversely affected, he shall retain his existing incremental date.
- (b) If his existing salary is within the new scale and corresponds to a notch thereon, he shall continue to receive such salary and shall retain his existing incremental date: Provided that if he has been in receipt of his existing salary for twelve calendar months or more, he shall receive forthwith an increment on the new scale and the date of promotion shall become his future incremental date:

(8) Behoudens die bepalings van hierdie regulasie, word die salaris van 'n beampete of werknemer aan wie 'n salarisverhoging kragtens paragraaf (b) van subregulasie (4), paragraaf (c) van subregulasie (5) of subregulasie (6) toegeken is, by die verstryking van elke verdere salarisverhogingstydperk verhoog met een salarisverhoging binne die perke van die skaal wat op hom van toepassing is.

#### *Aansoek om poste in die Departement.*

17. Elke aansoek om aanstelling in, bevordering tot of oorplasing na 'n vakante pos in die Departement moet gedoen word op 'n vorm wat deur die Direkteur voorgeskryf word.

#### *Geboorte- en gesondheidsertifikate van kandidate vir aanstelling.*

18. (1) Niemand wat vir aanstelling in 'n vaste hoedanigheid of op proef in 'n voltydse pos in die Departement, uitgesonderd 'n pos van huisbediende of arbeider, benoem is, word aldus aangestel nie tensy hy tot genoë van die Direkteur die volgende verstrek het—

- (a) 'n geboortesertifikaat of, indien hy nie in staat is om sodanige sertifikaat voor te lê nie, besonderhede van sy ouers en die plek en die datum van sy geboorte;
- (b) 'n verklaring met betrekking tot enige siektes of verstandelike of liggaamlike ongeskikthede waaraan hy gely het;
- (c) 'n onderneming, indien hy nie in staat is om bewys te lewer van geslaagde inenting of dat hy aan pokkies gely het nie, om hom aan inenting teen pokkies te onderwerp binne dertig dae na die datum van sy aanvaarding van diens in die Departement en om bewys van geslaagde inenting of van onvatbaarheid vir inenting te lewer binne negentig dae van genoemde datum; en
- (d) 'n sertifikaat bevattende die uitslag van 'n ondervroeg deur 'n geregistreerde geneesheer en waarin verstaan word dat hy vry is van enige verstandelike of liggaamlike gebrek, siekte of swakheid wat moontlik inbreuk kan maak op die behoorlike vervulling van sy pligte of dit nodig kan maak dat hy uit die diens van die Departement moet tree voor dat hy die voorgeskrewe aftredingsouderdom bereik.

(2) Elke verklaring en onderneming en die uitslag van elke geneeskundige ondersoek wat ingevolge hierdie regulasie vereis word, moet verstrek word in 'n vorm wat deur die Direkteur voorgeskryf word.

#### *Minimum ouderdom by aanstelling in die Departement.*

19. Niemand mag in die Departement aangestel word nie, tensy hy die ouderdom van sesien jaar bereik het.

#### *Salaris by bevordering.*

20. Behoudens die bepalings van artikel ses-en-veertig van die Ordonnansie en regulasie 16, word die salaris van 'n beampete of werknemer op die volgende grondslag aangepas wanneer hy tot 'n pos van 'n hoërgraad bevorder word:—

- (a) As sy bestaande salaris minder is as die minimum van die nuwe skaal, word dit tot sodanige minimum verhoog en die datum van bevordering word sy toekomstige verhogingsdatum: Met dien verstande dat as sy salaris gedurende sy eersvolgende salarisverhogingstydperk nadruklik geraak sou word as gevolg van sodanige aanpassing, hy sy bestaande verhogingsdatum behou.
- (b) As sy bestaande salaris binne die nuwe skaal is en met 'n kerf daarop ooreenkoms, gaan hy voort om sodanige salaris te ontvang en behou hy sy bestaande verhogingsdatum: Met dien verstande dat as hy twaalf kalendermaande lank of langer sy bestaande salaris ontvang het, hy onmiddellik 'n verhoging op die nuwe skaal ontvang en word die datum van bevordering sy toekomstige verhogingsdatum:

Provided that if the commencing notch of his existing scale is higher than the commencing notch of his new scale, his salary shall be adjusted in such a manner that it will not be more than he would have received had he been appointed on the new scale from the date he was paid on his existing scale.

## CHAPTER II.

### LEAVE OF ABSENCE.

#### *Applicability of Leave Regulations.*

21. (1) The regulations of this chapter are applicable to all officers and full-time employees of the Department.

(2) Leave under these regulations may not be granted to part-time employees but only such leave as may be approved by the Administrator.

(3) These regulations are applicable to employees whose service conditions have been determined in accordance with the provisions of industrial or similar agreements only in so far as these regulations specifically provide that they are applicable to such employees.

#### *Leave of Absence a Privilege.*

22. (1) Leave of absence provided for in these regulations is a privilege and the grant thereof is subject to the exigencies of the hospital service.

(2) When an officer or employee leaves the service of the Department, for any reason whatsoever, he shall not be entitled to claim payment in respect of the cash value of leave standing to his credit: Provided that the provisions of this sub-regulation shall not preclude the payment of a leave gratuity where provision therefor has been made.

#### *Grant and Withdrawal of Leave and Leave Application Forms.*

23. (1) (a) The grant of all leave is subject to approval by the Director.

(b) Leave already granted may at any time be withdrawn in whole or in part by the Director.

(2) Except in the case where an officer is suspended from duty or where an officer or employee is prevented by his sudden illness, or by other circumstances which are acceptable to the Director, from remaining on or reporting for duty, he may not leave or stay away from work until he has applied in writing for leave and has been advised by the head of his office that the leave application has been approved.

(3) Applications for leave shall be made in writing in a form approved by the Director and a medical certificate, where such is required to be submitted in support of an application for sick leave, shall likewise be in the form approved by the Director.

(4) This regulation shall also apply to employees whose service conditions have been determined in accordance with the terms of an industrial or other agreement, in so far as such agreement does not make provision for the matters dealt with in this regulation.

#### *Lapse of Leave on Retirement.*

24. (1) Immediately an officer or employee gives notice of resignation, any leave with pay granted, shall lapse with effect from the date of such notice, or, if the notice is undated, from the date the notification is received by the head of the office, and any leave applied for or

Met dien verstande dat, indien die aanvangskerf van sy bestaande skaal hoer is as die aanvangskerf van sy nuwe skaal, sy salaris op so 'n wyse aangepas word dat dit nie meer sal wees as wat hy sou ontvang het nie as hy op die nuwe skaal aangestel was van die datum af waarop hy op sy bestaande skaal betaal is.

## HOOFSTUK II.

### AFWESIGHEDSVERLOF.

#### *Toepaslikheid van verlofregulasies.*

21. (1) Die regulasies van hierdie hoofstuk is van toepassing op alle beampies en voltydse werknemers van die Departement.

(2) Verlof ingevolge hierdie regulasies mag nie aan deeltydse werknemers toegestaan word nie maar slegs sodanige verlof as wat deur die Administrateur goedgekeur word.

(3) Hierdie regulasies is van toepassing op werknemers wie se diensvoorraades vasgestel is in ooreenstemming met die bepalings van nywerheids- of dergelyke ooreenkoms enkel vir sover as wat daar in dié regulasies uitdruklik bepaal word dat hulle op genoemde werknemers van toepassing is.

#### *Afwesighedsverlof 'n vergunning.*

22. (1) Afwesighedsverlof waaroor in hierdie regulasies voorsiening gemaak word, is 'n vergunning en word toegestaan onderworpe aan die behoeftes van die hospitaaldiens.

(2) Wanneer 'n beampte of werknemer die diens van die Departement verlaat, om watter rede ook al, is hy nie geregtig om te eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie: Met dien verstande dat die bepalings van hierdie subregulasie nie die betaling belet van 'n verlofgratifikasie waar voorsiening daarvoor gemaak is nie.

#### *Toestaan en intrekking van verlof en verlofaansoekvorms.*

23. (1) (a) Die toestaan van alle verlof is onderworpe aan die goedkeuring van die Direkteur.

(b) Verlof wat reeds toegestaan is, kan te eniger tyd in sy geheel of gedeeltelik deur die Direkteur ingetrek word.

(2) Behalwe in die geval waar 'n beampte in sy diens geskors is of waar 'n beampte of werknemer weens sy skielike siekte of weens ander omstandighede wat vir die Direkteur aannemlik is, verhinder word om in sy werk aan te bly of hom vir diens aan te meld, mag hy nie sy werk verlaat of van diens wegblê voordat hy skriftelik om verlof aansoek gedoen het en hy deur die hoof van sy kantoor in kennis gestel is dat die verlofaansoek goedgekeur is nie.

(3) Aansoek om verlof moet skriftelik gedoen word in die vorm wat deur die Direkteur goedgekeur is en waar 'n geneeskundige sertifikaat voorgê moet word ter stawing van 'n aansoek om siekterverlof, moet dit ook in die vorm wat deur die Direkteur goedgekeur is, geskied.

(4) Hierdie regulasie is ook van toepassing op werknemers wie se diensvoorraades vasgestel is ooreenkoms die voorwaarde van 'n nywerheids- of ander ooreenkoms vir sover sodanige ooreenkoms geen voorsiening maak vir die aangeleenthede waarmee hierdie regulasie handel nie.

#### *Verval van verlof by uitdienstreding.*

24. (1) Sodra 'n beampte of werknemer kennis gee van bedanking, verval enige toegestane verlof met betrekking tot ingang van die datum van sodanige kennisgewing, of indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur die hoof van die kantoor, en enige verlof aangevra of afwesigheid van diens

absence from duty thereafter, shall be regarded as vacation leave without pay: Provided that the provisions of this sub-regulation shall—

- (a) apply only in respect of absences during an officer's or employee's last thirty days of service; and
- (b) not apply to—
  - (i) sick leave;
  - (ii) special leave granted in terms of paragraph (b), (c) or (d) of sub-regulation (1) of regulation 41; and
  - (iii) vacation leave granted in terms of sub-regulation (5) of regulation 37.

(2) (a) When an officer or employee leaves the service of the Department, any leave of absence granted to him, shall lapse on the day preceding that on which such retirement becomes effective or on the date determined in terms of sub-regulation (1), if that sub-regulation is applicable to him.

(b) The period of service of an officer or employee may not be extended in order to enable him to utilise leave which may have been granted to him.

#### *Payment of Allowances, etc., during Leave.*

25. The continuance or cessation of the payment to an officer or employee of allowances or remuneration other than salary or wage and the liability of an officer or employee for payments due to the Administration in respect of goods or services rendered by the Administration during periods of leave are subject to the provisions of the regulations applicable thereto and directions issued by the Administrator or the Director in connection therewith.

#### *Classification of Leave of Absence.*

26. (1) All absences from duty with leave shall be classified under one or more of the following heads:—

- (a) Vacation leave (accumulative) with full pay.
- (b) Vacation leave (non-accumulative) with full pay.
- (c) Vacation leave without pay.
- (d) Sick leave with full pay.
- (e) Sick leave with half pay.
- (f) Sick leave without pay.
- (g) Special sick leave with full or reduced pay.
- (h) Accouchement leave without pay.
- (i) Special leave with full pay.
- (j) Study leave with half pay.
- (k) Leave in lieu of public holidays worked.
- (l) Special leave: Extraordinary.

(2) The grant of leave under any one of the heads mentioned in sub-regulation (1) shall not affect the grant of leave under any of the other heads mentioned, except in so far as is specifically provided for elsewhere in these regulations.

(3) (a) Except as provided for in paragraph (c) of sub-regulation (1) of regulation 41, all unauthorised absences from duty shall, apart from any disciplinary steps which may be taken against an officer or employee, be regarded as being vacation leave without pay unless the Director decides otherwise.

(b) This sub-regulation shall also apply to employees whose service conditions have been determined in accordance with the terms of an industrial or similar agreement, in so far as such agreement does not otherwise provide therefor.

ná daardie datum word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie subregulasie—

- (a) sllegs van toepassing is ten opsigte van afwesigheid gedurende die laaste dertig dae van 'n beampte of werknemer se diens; en
- (b) nie van toepassing is nie op—
  - (i) sickteverlof;
  - (ii) spesiale verlof wat kragtens paragraue (b), (c) of (d) van subregulasie (1) van regulasie 41 toegestaan word; en
  - (iii) vakansieverlof wat kragtens subregulasie (5) van regulasie 37 toegestaan word.

(2) (a) As 'n beampte of werknemer uit diens van die Departement tree, verval enige toegestane afwesigheidsverlof op die dag wat die datum onmiddellik voorafgaan waarop sodanige uitdienstreding van krag word of op die datum wat kragtens subregulasie (1) bepaal word indien gemelde subregulasie op hom van toepassing is.

(b) 'n Beampte of werknemer se dienstydperk mag nie verleng word ten einde hom in staat te stel om gebruik te maak van verlof wat aan hom toegestaan mag gewees het nie.

#### *Betaling van toelaes, ens., tydens verlof.*

25. Die voortsetting of staking van die betaling aan 'n beampte of werknemer van toelaes of ander besoldiging as sy salaris of loon en die aanspreklikheid van 'n beampte of werknemer vir die betaling aan die Administrasie van geld vir goedere of dienste deur die Administrasie gelewer gedurende tydperke van verlof, is onderworpe aan die bepalings van die regulasies wat daarop van toepassing is en opdragte wat deur die Administrateur of deur die Direkteur daaromtrent uitgereik is.

#### *Indeling van afwesigheidsverlof.*

26. (1) Alle afwesigheid van diens met verlof word onder een of meer van die volgende hoofde ingedeel:—

- (a) Vakansieverlof (oplopend) met volle betaling.
- (b) Vakansieverlof (nie-oplopend) met volle betaling.
- (c) Vakansieverlof sonder betaling.
- (d) Siekteverlof met volle betaling.
- (e) Siekteverlof met halwe betaling.
- (f) Siekteverlof sonder betaling.
- (g) Spesiale siekteverlof met volle of verminderde betaling.
- (h) Bevallingsverlof sonder betaling.
- (i) Spesiale verlof met volle betaling.
- (j) Studieverlof met halwe betaling.
- (k) Verlof in plaas van openbare feesdae waarop daar gewerk is.
- (l) Spesiale verlof: Buitengewone.

(2) Die toestaan van verlof onder enige van die hoofde in subregulasie (1) genoem, beïnvloed nie die toestaan van verlof onder enige van die ander genoemde hoofde nie, behalwe soos elders in hierdie regulasies uitdruklik bepaal word.

(3) (a) Behalwe soos in paragraaf (c) van subregulasie (1) van regulasie 41 bepaal word, word alle ongemagtigde afwesighede van diens, ongeag enige tugmaatreëls wat teen 'n beampte of werknemer geneem word, geag vakansieverlof sonder betaling te wees, tensy die Direkteur andersins bepaal.

(b) Hierdie subregulasie is ook van toepassing op beampies wie se diensvoorraades vasgestel is ooreenkomsdig die voorraades van 'n nywerheids- of dergelike ooreenkoms, vir sover sodanige ooreenkoms nie anders bepaal nie.

*Grouping of Officers and Employees for Leave Purposes.*

27. (1) Officers and employees, shall, for the purpose of the grant of leave, be classified in the undermentioned groups:—

- (a) Officers in the higher branch of the professional division, excluding those officers mentioned in paragraph (g) who have completed—
  - (i) five years' or longer service:
    - Vacation leave Group I;
    - Sick leave Group A;
  - (ii) less than five years' service:
    - Vacation leave Group II;
    - Sick leave Group A.
- (b) Officers in the administrative, clerical, lower branch of the professional and general divisions excluding those officers mentioned in paragraphs (g), (i) and (j), who have completed—
  - (i) fifteen years' or longer service:
    - Vacation leave Group I;
    - Sick leave Group A;
  - (ii) ten years' or longer but less than fifteen years' service:
    - Vacation leave Group II;
    - Sick leave Group A;
  - (iii) less than ten years' service:
    - Vacation leave Group III;
    - Sick leave Group A.
- (c) White employees, excluding those employees mentioned in paragraphs (d), (e), (h), (k), (m), (n), (o) and (p) and sub-regulation (2) of regulation 29, who have completed—
  - (i) fifteen years' or longer service:
    - Vacation leave Group II;
    - Sick leave Group B;
  - (ii) ten years' or longer but less than fifteen years' service:
    - Vacation leave Group III;
    - Sick leave Group D;
  - (iii) five years' or longer but less than ten years' service:
    - Vacation leave Group IV;
    - Sick leave Group F;
  - (iv) less than five years' service:
    - Vacation leave Group V;
    - Sick leave Group H.
- (d) Employees employed as medical practitioners, excluding those employees mentioned in paragraph (e) and who have completed—
  - (i) five years' or longer service:
    - Vacation leave Group II;
    - Sick leave Group B;
  - (ii) less than five years' service:
    - Vacation leave Group III;
    - Sick leave Group D.
- (e) Employees employed as Interns—
  - Vacation leave Group VII.

(Leave may be granted at the rate of seven days per period of six months, which may be granted at any stage of such period of six months.)

Sick leave Group G.
- (f) Non-white employees, excluding those employees mentioned in paragraphs (d), (e), (h), (l), (m), (n), (o), (q) and (r) and sub-regulation (2) of regulation 29, who have completed—
  - (i) twenty years' or long service:
    - Vacation leave Group III;
    - Sick leave Group C;
  - (ii) fifteen years' or longer but less than twenty years' service:
    - Vacation leave Group IV;
    - Sick leave Group E;

*Groepering van beampies en werknemers vir verlofdoeleindes.*

27. (1) Beampies en werknemers word vir die doeleindes van die toestaan van verlof in die ondervermelde groepe ingedeel:—

- (a) Beampies in die hoër tak van die professionele afdeling, uitgesonderd beampies in paragraaf (g) genoem wat—
  - (i) vyf jaar of langer diens voltooi het:
    - Vakansieverlofgroep I;
    - Siekteverlofgroep A;
  - (ii) minder as vyf jaar diens voltooi het:
    - Vakansieverlofgroep II;
    - Siekteverlofgroep A.
- (b) Beampies in die administratiewe, klerklike, laer tak van die professionele en algemene afdelings, uitgesonderd beampies in paragrawe (g), (i) en (j) genoem, wat—
  - (i) vyffien jaar of langer diens voltooi het:
    - Vakansieverlofgroep I;
    - Siekteverlofgroep A;
  - (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:
    - Vakansieverlofgroep II;
    - Siekteverlofgroep A;
  - (iii) minder as tien jaar diens voltooi het:
    - Vakansieverlofgroep III;
    - Siekteverlofgroep A.
- (c) Blanke werknemers uitgesonderd werknemers in paragrawe (d), (e), (h), (k), (m), (n), (o) en (p) en subregulasie (2) van regulasie 29, genoem wat—
  - (i) vyftien jaar of langer diens voltooi het:
    - Vakansieverlofgroep II;
    - Siekteverlofgroep B;
  - (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:
    - Vakansieverlofgroep III;
    - Siekteverlofgroep D;
  - (iii) vyf jaar of langer maar minder as tien jaar diens voltooi het:
    - Vakansieverlofgroep IV;
    - Siekteverlofgroep F;
  - (iv) minder as vyf jaar diens voltooi het:
    - Vakansieverlofgroep V;
    - Siekteverlofgroep H.
- (d) Werknemers as geneeshere in diens, uitgesonderd dié in paragraaf (e) bedoelde werknemers, wat—
  - (i) vyf jaar of langer diens voltooi het:
    - Vakansieverlofgroep II;
    - Siekteverlofgroep B;
  - (ii) minder as vyf jaar diens voltooi het:
    - Vakansieverlofgroep III;
    - Siekteverlofgroep D.
- (e) Werknemers as Interns in diens—
  - Vakansieverlofgroep VII.

(Verlof kan teen sewe dae per tydperk van ses maande toegestaan word en kan te eniger tyd gedurende sodanige tydperk van ses maande toegestaan word.)

Siekteverlofgroep G.
- (f) Nie-blanke werknemers, uitgesonderd dié in paragrawe (d), (e), (h), (l), (m), (n), (o), (q) en (r) en subregulasie (2) van regulasie 29 bedoelde werknemers, wat—
  - (i) twintig jaar of langer diens voltooi het:
    - Vakansieverlofgroep III;
    - Siekteverlofgroep C;
  - (ii) vyftien jaar of langer maar minder as twintig jaar diens voltooi het:
    - Vakansieverlofgroep IV;
    - Siekteverlofgroep E;

- (iii) ten years' or longer but less than fifteen years' service:  
 Vacation leave Group V;  
 Sick leave Group G;
- (iv) five years' or longer but less than ten years' service:  
 Vacation leave Group VI;  
 Sick leave Group H;
- (v) less than five years' service:  
 Vacation leave Group VII;  
 Sick leave Group I.
- (g) Officers who are members of the registered nursing staff and dietitians employed in a permanent capacity, and who have completed—  
 (i) fifteen years' or longer service:  
 Vacation leave Group IV;  
 Sick leave Group A;
- (ii) ten years' or longer but less than fifteen years' service:  
 Vacation leave Group V;  
 Sick leave Group A;
- (iii) less than ten years' service:  
 Vacation leave Group VI;  
 Sick leave Group A.
- (h) Employees who are members of the registered nursing staff and dietitians employed in a temporary capacity, and who have completed—  
 (i) fifteen years' or longer service:  
 Vacation leave Group IV;  
 Sick leave Group E;
- (ii) ten years' or longer but less than fifteen years' service:  
 Vacation leave Group V;  
 Sick leave Group D;
- (iii) five years' or longer but less than ten years' service:  
 Vacation leave Group VI;  
 Sick leave Group F;
- (iv) less than five years' service:  
 Vacation leave Group VI;  
 Sick leave Group H.
- (i) Officers who hold a recognised nursing certificate, who are employed as nursing assistants and who have completed—  
 (i) fifteen years' or longer service:  
 Vacation leave Group V;  
 Sick leave Group A;
- (ii) ten years' or longer but less than fifteen years' service:  
 Vacation leave Group VI;  
 Sick leave Group A;
- (iii) less than ten years' service:  
 Vacation leave Group VII;  
 Sick leave Group A.
- (j) White officers who do not hold a recognised nursing certificate and who are employed as nursing assistants and who have completed—  
 (i) fifteen years' or longer service:  
 Vacation leave Group VI;  
 Sick leave Group A;
- (ii) less than fifteen years' service:  
 Vacation leave Group VII;  
 Sick leave Group A.
- (k) White employees who are employed as nursing assistants and who have completed—  
 (i) fifteen years' or longer service:  
 Vacation leave Group VI;  
 Sick leave Group B;
- (iii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:  
 Vakansieverlofgroep V;  
 Siekterverlofgroep G;
- (iv) vyf jaar of langer maar minder as tien jaar diens voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep H;
- (v) minder as vyf jaar diens voltooi het:  
 Vakansieverlofgroep VII;  
 Siekterverlofgroep I.
- (g) Beamptes wat lede van die geregistreerde verplegingspersoneel is en dieetkundiges in 'n permanente hoedanigheid in diens en wat—  
 (i) vyftien jaar diens of langer voltooi het:  
 Vakansieverlofgroep IV;  
 Siekterverlofgroep A;
- (ii) tien jaar diens of langer maar minder as vyftien jaar diens voltooi het:  
 Vakansieverlofgroep V;  
 Siekterverlofgroep A;
- (iii) minder as tien jaar diens voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep A.
- (h) Werknemers wat lede van die geregistreerde verplegingspersoneel is en dieetkundiges in 'n tydelike hoedanigheid in diens en wat—  
 (i) vyftien jaar diens of langer voltooi het:  
 Vakansieverlofgroep IV;  
 Siekterverlofgroep B;
- (ii) tien jaar of langer maar minder as vyftien jaar diens voltooi het:  
 Vakansieverlofgroep V;  
 Siekterverlofgroep D;
- (iii) vyf jaar of langer diens maar minder as tien jaar diens voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep F;
- (iv) minder as vyf jaar diens voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep H.
- (i) Beamptes wat in besit is van 'n erkende verpleging-sertifikaat en wat as verplegingassistent in diens is en wat—  
 (i) vyftien jaar diens of langer voltooi het:  
 Vakansieverlofgroep V;  
 Siekterverlofgroep A;
- (ii) tien jaar diens of langer maar minder as vyftien jaar diens voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep A;
- (iii) minder as tien jaar diens voltooi het:  
 Vakansieverlofgroep VII;  
 Siekterverlofgroep A.
- (j) Blanke beamptes wat nie in besit is van 'n erkende verpleging-sertifikaat en wat as verplegingassistent in diens is en wat—  
 (i) vyftien jaar diens of langer voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep A;
- (ii) minder as vyftien jaar diens voltooi het:  
 Vakansieverlofgroep VII;  
 Siekterverlofgroep A.
- (k) Blanke werknemers wat as verplegingassistente in diens is en wat—  
 (i) vyftien jaar diens of langer voltooi het:  
 Vakansieverlofgroep VI;  
 Siekterverlofgroep B;

- (ii) ten years' or longer but less than fifteen years' service:
  - Vacation leave Group VII;
  - Sick leave Group D;
- (iii) five years' or longer but less than ten years' service:
  - Vacation leave Group VII;
  - Sick leave Group F;
- (iv) less than five years' service:
  - Vacation leave Group VII;
  - Sick leave Group H.
- (l) Non-white employees who hold a recognised nursing certificate and who are employed as nursing assistants and who have completed—
  - (i) twenty years' or longer service:
    - Vacation leave Group VI;
    - Sick leave Group C;
  - (ii) fifteen years' or longer but less than twenty years' service:
    - Vacation leave Group VI;
    - Sick leave Group E;
  - (iii) ten years' or longer but less than fifteen years' service:
    - Vacation leave Group VII;
    - Sick leave Group F;
  - (iv) less than ten years' service:
    - Vacation leave Group VII;
    - Sick leave Group H.
- (m) Employees employed as Student Nurses—
  - Sick leave Group B.
- (n) Employees employed as Student Midwives who are Registered Medical and Surgical Nurses—
  - Sick leave Group H.
- (o) Employees employed as Student Midwives other than Registered Medical and Surgical Nurses—
  - Sick leave Group E.
- (p) White employees employed as learner Auxilliary Nurses—
  - Sick leave Group B.
- (q) Non-white employees employed as Learner Auxiliary Nurses—
  - Sick leave Group E.
- (r) Non-white employees excluding those employees mentioned in paragraphs (h), (l), (m), (n), (o) and (q) who are employed in a full-time capacity on nursing duties and who have completed—
  - (i) twenty years' service or longer:
    - Sick leave Group C;
  - (ii) fifteen years' but less than twenty years' service:
    - Sick leave Group E;
  - (iii) ten years' but less than fifteen years' service:
    - Sick leave Group F;
  - (iv) less than ten years' service:
    - Sick leave Group H.

(2) A person serving under contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations, and his grouping for leave purposes shall be determined in the same manner as that of a comparable officer or employee.

(3) Where an officer, who has retired from a permanent post or who has relinquished a permanent post for any reason whatsoever, is re-appointed, with or without a break in service, in a temporary capacity, such re-appointment shall be regarded as a new appointment for all purposes of these regulations; previous permanent service shall not count as service for leave purposes and accumulated leave shall lapse when the permanent appointment terminates.

- (ii) tien jaar diens of langer maar minder as vyf jaar diens voltooi het:
  - Vakansieverlofgroep VII;
  - Siekteverlofgroep D;
- (iii) vyf jaar diens of langer maar minder as tien jaar diens voltooi het:
  - Vakansieverlofgroep VII;
  - Siekteverlofgroep F;
- (iv) minder as vyf jaar diens voltooi het:
  - Vakansieverlofgroep VII;
  - Siekteverlofgroep H.
- (l) Nie-blanke werknemers wat in besit is van 'n erkende verplegingsertifikaat en wat as verplegingassisteente in diens is en wat—
  - (i) twintig jaar diens of langer voltooi het:
    - Vakansieverlofgroep VI;
    - Siekteverlofgroep C;
  - (ii) vyftien jaar diens of langer maar minder as twintig jaar diens voltooi het:
    - Vakansieverlofgroep VI;
    - Siekteverlofgroep E;
  - (iii) tien jaar diens of langer maar minder as vyf jaar diens voltooi het:
    - Vakansieverlofgroep VII;
    - Siekteverlofgroep F;
  - (iv) minder as tien jaar diens voltooi het:
    - Vakansieverlofgroep VII;
    - Siekteverlofgroep H.
- (m) Werknemers as leerlingverpleegsters in diens—
  - Siekteverlofgroep B.
- (n) Werknemers in diens as leerlingvroedvroue wat Geregistreerde Verpleegsters met geneeskundige en heelkundige kwalifikasies is—
  - Siekteverlofgroep H.
- (o) Werknemers in diens as leerlingvroedvroue uitgesonderd Geregistreerde Verpleegsters met geneeskundige en heelkundige kwalifikasies—
  - Siekteverlofgroep E.
- (p) Blanke werknemers as Leerlinghulpverpleegsters in diens—
  - Siekteverlofgroep B.
- (q) Nie-blanke werknemers as Leerlinghulpverpleegsters in diens—
  - Siekteverlofgroep E.
- (r) Nie-blanke werknemers uitgesonderd werknemers in paragrawe (h), (l), (m), (n), (o) en (q) genoem, wat in 'n voltydse hoedanigheid in diens is in verband met verplegingsdienste en wat—
  - (i) twintig jaar diens of langer voltooi het—
    - Siekteverlofgroep C;
  - (ii) vyftien jaar maar minder as twintig jaar diens voltooi het—
    - Siekteverlofgroep E;
  - (iii) tien jaar diens maar minder as vyftien jaar diens voltooi het—
    - Siekteverlofgroep F;
  - (iv) minder as tien jaar diens voltooi het—
    - Siekteverlofgroep H.

(2) Aan 'n persoon wat op kontrak dien, word, tensy sy dienskontrak anders bepaal, verlof toegestaan kragtens hierdie regulasies, en sy groepering vir verlofdoeleindes word net so bepaal soos dié van 'n vergelykbare beampete of werknemer.

(3) As 'n beampete wat afgetree het uit 'n permanente pos of wat 'n permanente betrekking neergelê het om watter rede ook al, met of sonder onderbreking van diens, in 'n tydelike hoedanigheid heraangestel word, word so 'n heraanstelling vir alle doeleindes van hierdie regulasies as 'n nuwe aanstelling beskou; vorige permanente diens tel nie as diens vir verlofdoeleindes nie en verlof wat opgeloop het, verval by beëindiging van die permanente aanstelling.

*Leave Provision.*

28. Officers and employees may be granted leave in accordance with the following scale, having regard to their classification in regulation 27:—

## (a) Vacation leave (accumulative):

<i>Group.</i>	<i>Number of Days per Annum.</i>
I.....	38
II.....	34
III.....	30
IV.....	26
V.....	22
VI.....	18
VII.....	14

## (b) Sick leave:

<i>Group.</i>	<i>Number of Days in each Cycle.</i>		
	<i>With Full Pay.</i>	<i>With Half-pay.</i>	
A.....	120	120	
B.....	90	90	
C.....	80	80	
D.....	70	70	
E.....	60	60	
F.....	50	50	
G.....	40	40	
H.....	30	30	
I.....	15	15	

*Non-accumulative Vacation Leave for Nursing Staff and Dietitians.*

29. (1) Subject to the provisions of sub-regulation (2) members of the nursing staff and dietitians, may be granted 30 days' non-accumulative vacation leave with full pay during each completed calendar year of service.

(2) Student nurses and student midwives may be granted non-accumulative vacation leave with full-pay in accordance with the regulations published from time to time by the South African Nursing Council in connection with their training: Provided that any non-accumulative vacation leave which is in excess of 30 days per year, shall be without pay.

*Existing Leave Provision Not to be Reduced.*

30. (1) If the leave provision of an officer or employee who was in the service of the Department immediately prior to the coming into operation of these regulations, is subject to a reduction as a result of the application of these regulations, such officer or employee shall with effect from the date of the coming into operation of these regulations, be placed in such higher vacation and/or sick leave group, as will ensure that the officer or employee concerned does not suffer a reduction in his previous leave provision.

(2) For the purpose of sub-regulation (1), an officer or employee, who immediately prior to the date of the coming into operation of these regulations was employed in a division where he was exposed to radiation, shall, in addition to the accumulative vacation leave to which he is entitled in terms of paragraph (a) of regulation 28, be granted non-accumulative vacation leave equivalent to the difference between his leave accrual in terms of these regulations and his leave accrual in terms of the repealed regulations.

(3) An officer or employee who is a member of the registered nursing staff or who is a dietitian, and who, at the date of the coming into operation of these regulations, has not completed the five years qualifying service for the grant of vacation leave (bonus) with full pay in terms of the repealed regulations, shall be credited with accumulative vacation leave equivalent to the proportionate number of days vacation leave (bonus) which he had earned as at the date of the coming into operation of these regulations.

*Verlofvoorsiening.*

28. Aan beampies en werknemers kan verlof volgens die onderstaande skaal toegestaan word met inagneming van hul groepsindeling ingevolge regulasie 27:—

## (a) Vakansieverlof (oplopend):

<i>Groep.</i>	<i>Getal dae per jaar.</i>
I.....	38
II.....	34
III.....	30
IV.....	26
V.....	22
VI.....	18
VII.....	14

## (b) Siekteverlof:

<i>Groep.</i>	<i>Getal dae in elke tydskrif.</i>	
	<i>Met volle betaling.</i>	<i>Met halwe betaling.</i>
A.....	120	120
B.....	90	90
C.....	80	80
D.....	70	70
E.....	60	60
F.....	50	50
G.....	40	40
H.....	30	30
I.....	15	15

*Nie-oplopende vakansieverlof vir verplegingspersoneel en Dietkundiges.*

29. (1) Behoudens die bepalings van subregulasie (2) kan 30 dae nie-oplopende vakansieverlof met volle betaling gedurende elke voltooide kalenderjaar van diens aan lede van die verplegingspersonel en dietkundiges toegestaan word.

(2) Aan leerlingverpleegsters en leerlingvroedvroue kan nie-oplopende vakansieverlof met volle betaling toegestaan word ooreenkomsdig die regulasies van tyd tot tyd deur die Suid-Afrikaanse Verpleegstersraad in verband met hulle opleiding gepubliseer: Met dien verstande dat enige nie-oplopende vakansieverlof bo 30 dae per kalenderjaar sonder betaling is.

*Bestaande verlofvergunning nie verminder te word nie.*

30. (1) Indien die verlofvergunning van 'n beampte of werknemer wat in diens van die Departement was onmiddellik voor die inwerkingtreding van hierdie regulasies aan 'n vermindering onderworpe is as gevolg van die toepassing van hierdie regulasies, word sodanige beampte of werknemer met ingang van die datum van die inwerkingtreding van bedoelde regulasies in sodanige hoër vakansie- en/of siekteverlofsgroep geplaas as wat sal verseker dat die betrokke beampte of werknemer nie 'n vermindering van sy vorige verlofvergunning ly nie.

(2) Vir die toepassing van subregulasie (1) word aan 'n beampte of werknemer wat onmiddellik voor die datum van die inwerkingtreding van hierdie regulasies in diens was in 'n afdeling waar hy aan bestraling blootgestel was, benewens die oplopende vakansieverlof waartoe hy ingevolge paragraaf (a) van regulasie 28 geregtig is, nie-oplopende vakansieverlof toegestaan gelyk aan die verskil tussen sy verlofophoping ingevolge hierdie regulasies en sy verlofophoping ingevolge die regulasies wat herroep is.

(3) Aan 'n beampte of werknemer wat lid van die geregistreerde verplegingspersoneel of wat 'n dietkundige is en wat op die datum van die inwerkingtreding van hierdie regulasies nie die vyf jaar diens wat hom geregtig tot vakansieverlof (bonus) met volle betaling ingevolge die regulasies wat herroep is, voltooi het nie, word oplopende vakansieverlof toegestaan gelyk aan die eweredige getal dae vakansieverlof (bonus) wat hom toegekom het soos op die datum van die inwerkingtreding van hierdie regulasies:

*Overgrant of Leave.*

31. In the event of an officer or employee being granted vacation leave with full pay in excess of that provided for in these regulations, such overgrant may be deducted from vacation leave which subsequently accrues to him provided the Director is satisfied that the overgrant was made in good faith: Provided further that, in the event of the officer or employee resigning or his services being terminated before sufficient vacation leave has accrued to him for the purpose of such deduction, the portion of the overgrant which has not yet been set off against his vacation leave accrual on his last day of service shall be regarded as an overpayment of salary which must be recovered unless the Administrator directs otherwise.

*Days of Rest.*

32. (1) A day of rest shall not be regarded as leave and shall not be recorded as such in the leave register: Provided that—

- (a) a day of rest, or two or more consecutive days of rest, falling within a period of leave shall be regarded as leave falling under the same heading of sub-regulation (1) of regulation 26 as the leave which precedes and succeeds such day or days of rest;
- (b) a day of rest, or two or more consecutive days of rest, falling between a period of accumulative vacation or non-accumulative vacation leave and a period of sick leave (or vice versa) shall be regarded as vacation leave unless the officer or employee concerned produces evidence that he was actually ill on such day or days of rest;
- (c) in the case of an officer or employee who is called upon to report for duty on a day of rest and who fails to do so, such day of rest shall be regarded as vacation leave without pay, unless he is prevented from reporting for duty by circumstances which are acceptable to the Director.

(2) An officer or employee shall not be paid salary or wage in respect of a day of rest unless he is entitled to such payment for the day in terms of his conditions of service.

*Vacation Leave in terms of the Repealed Regulations or in respect of Persons transferred from any Government Department, the South African Railways and Harbours Administration, any Provincial Administration or other Service.*

33. (1) The promulgation of these regulations and the repeal of the regulations which were in force immediately prior to such promulgation shall in no way affect the continuity of the accumulative vacation leave privileges of an officer or employee who was in the service immediately prior to the coming into operation of these regulations, and accumulated vacation leave shall remain to the credit of such officer or employee.

(2) A person in the full-time employment of any Government Department, the South African Railways and Harbours Administration, an educational institution under the control of the Department of Education, Arts and Science, the State Diggings, any Provincial Administration or a recognised university within the Union, who is transferred or appointed, without a break in service, to a post or position in which these regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer, subject to the provisions of sub-regulation (3), and the previous service in respect of which the leave credit is carried forward shall count as service for leave purposes. If such leave would have become available for utilisation only after the completion of a specified period of service and such period of service is uncompleted on the date these regulations become applicable to the officer or employee, the credit may be calculated in proportion to the portion of the relative period of service which he has completed on the last-mentioned date, and the leave concerned may be granted forthwith.

*Oortoekeening van verlof.*

31. As daar aan 'n beampie of werkniemer meer vakansieverlof met volle betaling toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan so 'n oortoekeening afgetrek word van vakansieverlof wat later aan hom toeval, mits die Direkteur tevrede is dat die oortoekeening te goeder trou gedoen is: Met dien verstande dat, as die beampie of werkniemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van so 'n afstrekking aan hom toegeval het, daardie gedeelte van die oortoekeening wat sy vakansieverlofaanwas op die laaste dag van sy diens oorskry as 'n oorbetaling van salaris beskou word wat teruggevorder moet word tensy die Administrateur anders gelas.

*Rusdae.*

32. (1) 'n Rusdag word nie geag verlof te wees nie en word nie in die verlofstaat as sodanig aangeteken nie: Met dien verstande dat—

- (a) 'n rusdag, of twee of meer opeenvolgende rusdae, wat binne 'n tydperk van verlof val, geag word verlof te wees wat onder dieselfde hoof van sub-regulasie (1) van regulasie 26 val as die verlof wat sodanige rusdag of rusdae vooraf gaan en daarop volg;
- (b) 'n rusdag, of twee of meer opeenvolgende rusdae, wat tussen 'n tydperk van oplopende vakansieverlof of nie-oplopende vakansieverlof en 'n tydperk van siekterverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die betrokke beampie of werkniemer bewys lewer dat hy werlik op sodanige rusdag of rusdae siek was;
- (c) in die geval waar 'n beampie of werkniemer aangesê word om hom op 'n rusdag vir diens aan te meld en hy in gebreke bly om dit te doen, sodanige rusdag geag word vakansieverlof sonder betaling te wees, tensy hy weens omstandighede wat vir die Direkteur aanneemlik is, verhinder word om hom vir diens aan te meld.

(2) 'n Beampie of werkniemer word nie salaris of loon ten opsigte van 'n rusdag betaal nie tensy hy kragtens sy diensvoorraarde op betaling vir die dag geregtig is.

*Vakansieverlof kragtens regulasies wat herroep is of ten opsigte van persone oorgeplaas van enige Staatsdepartement, die Administrasie van die Suid-Afrikaanse Spoerweë en Hawens, enige Provinciale Administrasie of ander diens.*

33. (1) Die uitvaardiging van hierdie regulasies en die intrekking van die regulasies wat onmiddellik voor sodanige uitvaardiging van krag was, raak in geen opsig die aaneenlopendheid van die oplopende vakansieverlof voorregte van 'n beampie of werkniemer wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in die diens was nie, en opgeleoopte vakansieverlof bly staan tot die krediet van sodanige beampie of werkniemer.

(2) 'n Persoon wat voltyds in diens is by enige Staatsdepartement, die Administrasie van die Suid-Afrikaanse Spoerweë en Hawens, 'n onderwysinrigting onder beheer van die Departement van Onderwys, Kuns en Wetenskap, die Staatsdelwerye, enige Provinciale Administrasie of 'n erkende universiteit binne die Unie en wat sonder 'n onderbreking van diens oorgeplaas word na of aangestel word in 'n pos of betrekking waarin hierdie regulasies op hom van toepassing word, behou die oplopende vakansieverlof wat tot sy krediet gestaan het op die dag voor sy aanstelling of oorplasing, behoudens die bepalings van subregulasie (3), en die vorige diens ten opsigte waarvan die verlofkrediet oorgedra word, tel as diens vir verlofdoelendes. As sulke verlof eers na voltooiing van 'n vasgestelde dienstydperk vir benutting beskikbaar sou geword het, en sodanige dienstydperk op die datum waarop hierdie regulasies op die beampie of werkniemer van toepassing word, nog nie voltooi is nie, kan die krediet na verhouding tot die gedeelte van bedoelde dienstydperk wat hy op laasgenoemde datum voltooi het, bereken word en kan die betrokke verlof onmiddellik toegestaan word.

(3) In the application of the provisions of this regulation any portion of a day shall be regarded as one day when the accumulated vacation leave is placed to the credit of an officer or employee on the date these regulations become effective or become applicable to him.

#### *Leave Registers.*

34. (1) A leave register shall be kept in respect of each officer and employee in which all absences from duty shall be recorded in accordance with the classification contained in regulation 26.

(2) All applications for leave shall be filed for audit and other purposes in the office where the leave register is kept, for such period as the Director may direct.

(3) This regulation shall also apply to employees whose service conditions have been determined in accordance with the terms of an industrial or other agreement, in so far as such agreement does not make provision for the matters dealt with in this regulation.

#### *General Provisions—Vacation Leave.*

35. (1) Accumulative vacation leave shall accrue in respect of each completed month of service at the rate of one-twelfth of the provision applicable to an officer or employee in terms of paragraph (a) of regulation 28.

(2) If an officer or employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes or if, for any other reason than his transfer, he passes from one vacation leave group to another—

- (a) he retains the accumulative vacation leave credit which accrued during his service in the previous group or groups; and
- (b) the new accumulative vacation leave group shall become applicable to him from the first day of the month during which such transfer becomes effective;

unless the provisions of sub-regulation (3) of regulation 27 are applicable to him.

(3) The Director may at any time require an officer or employee to take the whole or a portion of the vacation leave due to him: Provided that the maximum period of leave prescribed in sub-regulation (4) of this regulation is not exceeded.

(4) Except with the approval of the Administrator an officer or employee may not be granted vacation leave with pay (whether accumulative or non-accumulative or both) in excess of 184 days in the aggregate in any period of eighteen calendar months and any absence from duty above this limit shall be covered by the grant of vacation leave without pay with due regard to the provisions of regulation 43. For the purpose of this sub-regulation no account shall be taken of vacation leave granted in terms of sub-regulation (5) of regulation 37.

(5) The accumulative vacation leave standing to the credit of an officer or employee on the 1st January of each year shall be recorded in the leave register and in recording such credit any portion of a day shall be regarded as one day.

#### *General Provisions: Non-accumulative Vacation Leave.*

36. (1) Non-accumulative vacation leave may be granted at any time during the calendar year in which it accrues to the officer or employee: Provided that an officer or employee who has completed less than 8 calendar months' service may be granted only the number of days' leave which he has earned in proportion to his completed service.

(3) By die toepassing van die bepalings van hierdie regulasie word enige gedeelte van 'n dag as een dag gereken wanneer die opgelooste vakansieverlof tot 'n beampte of werknemer se krediet geplaas word op die datum waarop hierdie regulasies in werkung tree of op hom van toepassing word.

#### *Verlofstaat.*

34. (1) 'n Verlofstaat waarin alle afwesighede van diens aangeteken word volgens die indeling vervat in regulasie 26 moet ten opsigte van elke beampte en werknemer gehou word.

(2) Alle verlofaansoek moet vir oudit- en ander doelendes bewaar word in die kantoor waar die verlofstaat gehou word, en wel vir sodanige tydperk as wat die Direkteur gelas.

(3) Hierdie regulasie is ook van toepassing op werknemers wie se diensvoorraad vasgestel is ooreenkoms die voorwaardes van 'n nywerheids- of ander ooreenkoms vir sover sodanige ooreenkoms geen voorsiening maak vir die aangeleenthede waarmee hierdie regulasie handel nie.

#### *Algemene bepalings—Vakansieverlof.*

35. (1) Oplopende vakansieverlof was aan ten opsigte van elke voltooide maand diens en wel teen een-twaalfde van die vergunning wat kragtens paragraaf (a) van regulasie 28 op 'n beampte of werknemer van toepassing is.

(2) As 'n beampte of werknemer van een betrekking na 'n ander betrekking oorgeplaas word en sy oorplasing 'n verandering van sy groepering vir verlofdoelendes meebring of as hy om enige ander rede as sy oorplasing van die een na die ander vakansieverlofgroep oorgaan—

- (a) behou hy die oplopende vakansieverlofkrediet wat gedurende sy dienstydperk in die vorige groep of groep aangewas het; en
- (b) word die nuwe groep met oplopende vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige oorplasing of oorgang van krag word;

tensy die bepalings van subregulasie (3) van regulasie 27 op hom van toepassing is.

(3) Die Direkteur kan te eniger tyd van 'n beampte of werknemer vereis dat hy 'n gedeelte of die geheel van die vakansieverlof wat hom toekom, neem: Met dien verstande dat die maksimum tydperk van verlof wat in subregulasie (4) van hierdie regulasie voorgeskryf word, nie oorskry word nie.

(4) Behalwe met die goedkeuring van die Administrator kan nie aan 'n beampte of werknemer vakansieverlof met betaling (hetso oplopend of nie-oplopend of albei) van altesaam meer as 184 dae toegestaan word in enige tydperk van agtien kalendermaande nie en word enige afwesigheid van diens bo hierdie beperking gedek deur die toestaan van vakansieverlof sonder betaling met behoorlike inagneming van die bepalings van regulasie 43. Vir die toepassing van hierdie subregulasie word vakansieverlof wat kragtens subregulasie (5) van regulasie 37 toegestaan word, buite rekening gelaat.

(5) Die oplopende vakansieverlof wat 'n beampte of werknemer op 1 Januarie van elke jaar tot sy krediet het, word in die verlofstaat aangeteken, en by die aantekening van sodanige krediet word enige gedeelte van 'n dag as een dag gereken.

#### *Algemene bepalings—Nie-oplopende vakansieverlof.*

36. (1) Nie-oplopende vakansieverlof kan toegestaan word te eniger tyd gedurende die kalenderjaar waarin dit die beampte of werknemer toekom: Met dien verstande dat aan 'n beampte of werknemer wat minder as 8 kalendermaande diens voltooi het slegs die getal dae verlof wat hom toekom in verhouding tot sy voltooide diens toegestaan kan word.

(2) Subject to the provisions of sub-regulation (3), any non-accumulative vacation leave which has accrued to an officer or employee during any calendar year and not taken by him at the end of that year shall lapse at the end of the relative year and may not be carried forward as a credit to the next year: Provided that the Director may, in cases where exceptional circumstances preclude the granting of leave during the year concerned, authorise the utilisation of the leave during the next succeeding calendar year and provided further that the same leave credit (as a whole or in part) may not for a second time be carried forward to a following year.

(3) When an officer's or employee's first year of service falls within two calendar years the non-accumulative vacation leave which he has earned during the first calendar year and which has not been used shall be carried forward to the second calendar year of his service.

#### *General Provisions—Sick Leave.*

37. (1) Sick leave shall accrue to an officer or employee on the first day of a cycle and with effect from that day the full provision of the relative cycle may be granted to him if the other provisions of these regulations are complied with: Provided that no officer or employee may be granted sick leave with full or half pay until he has completed thirty days' service which counts as service for leave purposes and then only in respect of absences subsequent to the completion of such service.

(2) If an officer or employee, during a cycle and without a break in service—

- (a) passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, he shall, for the duration of the relative cycle, retain the sick leave provision formerly applicable to him; or
- (b) passes to a group in which the sick leave provision is more favourable than previously, he shall immediately acquire the sick leave provision of the new group less any paid sick leave already used by him during the relative cycle.

(3) Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle and may not be carried forward to the next cycle.

(4) If an officer or employee, who has been granted the maximum amount of sick leave provided for in these regulations, is not yet able for health reasons, to resume his duties, the Director—

- (a) on the submission to him of a satisfactory certificate by a registered medical practitioner; and
- (b) if he is satisfied that the officer or employee at that particular time is not permanently unfit to resume his normal duties; and
- (c) if the officer or employee has no vacation leave to his credit;

may, at his discretion, grant the officer or employee further sick leave with half pay not exceeding 92 days in any one cycle. This grant may be made in respect of separate periods of absence and in respect of different kinds of illnesses.

(5) (a) An officer or employee may, on his written application, be granted any vacation leave which he may have to his credit in lieu of sick leave with half pay or without pay; provided such application is submitted not later than thirty days after he has resumed his duties.

(b) Once the vacation leave referred to, has been granted to an officer or employee and he has received payment in respect thereof, such leave may not be reconverted into sick leave with half pay or without pay.

(2) Behoudens die bepalings van subregulasie (3), verval enige nie-oplopende vakansieverlof wat 'n beampte of werknemer gedurende enige kalenderjaar toegekom het en nie aan die end van daardie jaar deur hom geneem is nie aan die end van die betrokke jaar en mag nie as krediet na die volgende jaar oorgedra word nie: Met dien verstande dat die Direkteur in gevalle, waar buitengewone omstandighede die toestaan van verlof gedurende die betrokke jaar belet, die gebruik van die verlof gedurende die eersvolgende kalenderjaar kan goedkeur en voorts met dien verstande dat dieselfde verlofkrediet (as 'n geheel of 'n deel) nie vir 'n tweede keer na 'n volgende jaar oorgedra mag word nie.

(3) Wanneer 'n beampte of werknemer se eerste diensjaar binne twee kalenderjare val, word die nie-oplopende vakansieverlof wat hom gedurende die eerste kalenderjaar toegekom het en wat nie gebruik is nie na die tweede kalenderjaar van sy diens oorgedra.

#### *Algemene bepalings—Siekteverlof.*

37. (1) Siekterverlof val toe aan 'n beampte of werknemer op die eerste dag van 'n tydkring, en met ingang van daardie dag kan die volle voorsiening vir die betrokke tydkring aan hom toegestaan word, mits aan die ander bepalings van hierdie regulasies voldoen word: Met dien verstande dat aan geen beampte of werknemer siekterverlof met volle of halwe betaling toegestaan mag word voordat hy dertig dae diens, wat tel as diens vir verlofdoeleindes, voltooi het nie en dan slegs ten opsigte van afwesighede na die voltooiing van sodanige diens.

(2) As 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens—

- (a) oorgaan na 'n groep waarin die siekterverlofvergunning minder gunstig is as dié wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke tydkring die siekterverlofvergunning wat voorheen op hom van toepassing was; of
- (b) oorgaan na 'n groep waar die siekterverlofvergunning gunstiger is as voorheen, verwerf hy onmiddellik die siekterverlofvergunning van die nuwe groep min enige betaalde siekterverlof wat hy reeds gedurende die betrokke tydkring gebruik het.

(3) Ongebruikte siekterverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring en mag nie na die volgende tydkring oorgedra word nie.

(4) As aan 'n beampte of werknemer die maksimum hoeveelheid siekterverlof waarvoor in hierdie regulasies voorsiening gemaak is, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die Direkteur—

- (a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer; en
- (b) as hy tevreden is dat die beampte of werknemer op die betrokke tydstip nie permanent ongeskik is vir die hervatting van sy normale pligte nie; en
- (c) as die beampte of werknemer geen vakansieverlof tot sy krediet het nie;

na goeddunke verdere siekterverlof met halwe betaling aan laasgenoemde toeken vir hoogstens 92 dae in enige besondere tydkring. Hierdie toekenning kan gedoen word ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van ongesteldhede van verskillende aard.

(5) (a) Aan 'n beampte of werknemer kan, op sy skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekterverlof met halwe betaling of sonder betaling, mits sodanige aansoek nie later nie as dertig dae nadat hy sy dienste hervat het, ingedien word.

(b) As bedoelde vakansieverlof aan 'n beampte of werknemer toegestaan is en hy ten opsigte daarvan betaling ontvang het, mag dit nie weer in siekterverlof met halwe betaling of sonder betaling omgesit word nie.

(6) (a) In the event of an officer or employee, to whom vacation leave has been granted becoming ill after he has left his duties to proceed on vacation leave, that portion of vacation leave during which he was indisposed, may be converted into sick leave if—

- (i) the officer or employee submits to the Director a certificate by a registered medical practitioner [or a registered dentist if sub-regulation (6) of regulation 38 is applicable to him] which complies with the requirements stipulated in regulation 38; and
- (ii) the necessary sick leave is available in terms of regulation.

(b) Vacation leave without pay may not be converted into sick leave.

#### *Grant of Sick Leave.*

38. (1) Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury not due to his misconduct or failure to take reasonable precautions.

(2) Sick leave may be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions only if the Director is convinced that the applicant's condition of health—

- (a) incapacitates him for duty; and
- (b) does not arise from his failure to take vacation leave.

(3) (a) The Director may at any time require an officer or employee to submit to an examination by one or more registered medical practitioners nominated by him.

(b) The expenditure connected with such examination shall be met from provincial funds.

(c) If the officer or employee refuses or fails to submit to such examination the Director may cancel any sick leave which has already been granted to such officer or employee or may convert such sick leave into any other kind of leave subject to the provisions of these regulations.

(4) (a) If an officer or employee is absent from duty for a continuous period of more than three days owing to illness, he may be granted sick leave only if he furnishes the Director with a certificate by a registered medical practitioner [or a registered dentist if sub-regulation (6) is applicable to him] which clearly describes the nature of the illness, which states that he is not capable of performing his official duties, and in which is indicated the period necessary for his recuperation.

(b) The Director may, at his discretion require the submission of a similar certificate in respect of periods of three days or less.

(c) If the Director is convinced that the absence of the officer or employee is bona fide due to illness and that there are good reasons for the non-production of a medical certificate he may waive the submission of a medical certificate by the officer or employee in respect of sick leave for a continuous period not exceeding 14 days. Such exemption shall be endorsed on the leave application.

(5) Sick leave, with or without pay, in respect of which a certificate mentioned in sub-regulation (4) is not submitted, may be granted only for an aggregate of ten days during any year ending on the 31st December and any further absences shall be covered by the granting of vacation leave with full pay or, if the officer or employee has no vacation leave to his credit, of vacation leave without pay. The provisions of this sub-regulation are not applicable to periods of absence in respect of which exemption in terms of paragraph (c) of sub-regulation (4) has been granted and neither are such periods taken into consideration in the determination of the ten days.

(6) (a) As 'n beamppte of werknemer aan wie vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met vakansieverlof te gaan, kan daardie gedeelte van bedoelde vakansieverlof waartydens hy siek was in siekterverlof omgeskep word as—

- (i) die beamppte of werknemer by die Direkteur 'n sertifikaat van 'n geregistreerde geneesheer [of 'n geregistreerde tandarts as subregulasie (6) van regulasie 38 op hom van toepassing is] indien wat aan die vereistes voorgeskryf in regulasie 38 voldoen; en
- (ii) die nodige siekterverlof kragtens regulasie beskikbaar is.

(b) Vakansieverlof sonder betaling mag nie in siekterverlof omgeskep word nie.

#### *Toestaan van siekterverlof.*

38. (1) Siekterverlof word slegs toegestaan in verband met 'n beamppte of werknemer se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wye is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

(2) In verband met senuwee-aandoenings, slapeloosheid, swakte en dergelike minder goed omskreve siektes of ongesteldhede word siekterverlof slegs toegestaan as die Direkteur oortuig is dat die applikant se gesondheidstoestand—

- (a) hom ongesik maak vir sy werk; en
- (b) nie voortvloe uit sy versuim om van vakansieverlof gebruik te maak nie.

(3) (a) Die Direkteur kan te eniger tyd eis dat 'n beamppte of werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesherre deur die Direkteur aangewys.

(b) Die onkoste verbonde aan so 'n ondersoek word uit provinsiale fondse betaal.

(c) Indien die beamppte of werknemer weier of versuim om hom aan so 'n ondersoek te onderwerp, kan die Direkteur enige siekterverlof wat reeds aan sodanige beamppte of werknemer toegestaan is intrek of kan hy sodanige siekterverlof in enige ander soort verlof omsit behoudens die bepalings van hierdie regulasies.

(4) (a) As 'n beamppte of werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, kan siekterverlof aan hom toegeken word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer [of 'n geregistreerde tandarts as subregulasie (6) op hom van toepassing is] wat duidelik die aard van die siekte omskryf, wat verstaan dat hy nie in staat is om sy amptsligte waar te neem nie en wat aantoon watter tydperk nodig is vir sy herstel, by die Direkteur indien.

(b) Die Direkteur kan na goeddunke eis dat 'n dergelike sertifikaat ten opsigte van tydperke van drie dae of minder ingedien word.

(c) Indien die Direkteur daarvan oortuig is dat die beamppte of werknemer se afwesigheid *bona fide* te wye is aan siekte en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien is nie, kan hy die beamppte of werknemer van die indiening van die sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekterverlof van nie langer as 14 dae nie. Sodaanige vrystelling moet op die verlofaansoek geëndosseer word.

(5) Siekterverlof met of sonder betaling ten opsigte waarvan 'n in subregulasie (4) bedoelde sertifikaat nie ingedien is nie, mag slegs toegestaan word vir altesaam tien dae gedurende enige jaar eindigende op 31 Desember, en enige verdere afwesighede moet gedek word deur die toestaan van vakansieverlof met volle betaling of as die beamppte of werknemer geen vakansieverlof tot sy krediet het nie, van vakansieverlof sonder betaling. Die bepalings van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens paraagraaf (c) van subregulasie (4) verleen is nie, en sodanige tydperke word ook nie ingerekend by die vasstelling van die tien dae nie.

(6) (a) If an officer's or employee's absence is attributable to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions, such as osteomyelitis, osteitis and secondary haemorrhage, a certificate as defined in sub-regulation (4) and issued by a registered dentist may be accepted for the purpose of that sub-regulation.

(b) A similar certificate issued by a registered dentist in respect of other conditions may be accepted only with the concurrence of the Director.

(c) Notwithstanding the provisions of this sub-regulation, the Director may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.

(7) Notwithstanding the submission of a certificate as defined in sub-regulations (4) and (6), the Director may, at his discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate relates, and in such case the absence shall be regarded as unauthorised and the provisions of sub-regulation (3) of regulation 26 shall apply.

#### *Special Sick Leave.*

39. (1) An officer or employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties, or if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, special sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

(2) Special sick leave in terms of this regulation shall not be granted if the Director is of opinion that the accident is attributable to the serious and wilful misconduct of the officer or employee.

(3) The provisions of sub-regulations (3), (4) and (6) of regulation 38 are applicable, *mutatis mutandis*, to the grant of special sick leave.

#### *Accouchement Leave.*

40. (1) Leave on account of her accouchement may be granted to a married female officer for a maximum period of twelve calendar months.

(2) At least one calendar month's notice of intention to take such leave shall be given to the head of the office, and any such leave granted by the Director shall be without pay. Any period of accouchement leave shall commence not less than three calendar months before the anticipated date of the officer's accouchement.

(3) Notwithstanding anything to the contrary contained in these regulations, the Director may, if he deems it necessary, require a married female officer to take accouchement leave.

(4) Notwithstanding anything to the contrary contained in these regulations, a married female officer may, at her request, be granted in lieu of any portion of accouchement leave, vacation leave with full pay to the extent that such officer has vacation leave standing to her credit.

#### *Special Leave with Full Pay.*

41. (1) Special leave with full pay may be granted to an officer or employee—

- (a) when he writes any examination for which the considers such special leave should be granted;
- (b) when he is absent from duty as a result of segregation or isolation on medical instructions where he was in contact with a person who has contracted, or is suspected of having contracted, an infectious or contagious disease: The granting of special leave under this paragraph is subject to the submission of a certificate by a registered medical practitioner indicating the period of and reason for isolation;

(6) (a) As 'n beampote of werknemer se afwesigheid te wye is aan 'n tandverswering, 'n kakebeenbreuk, akute Vincentbesmetting van die mond of komplikasies wat voortvloeи uit die trek van tande, soos beenmurgontsteking, beenontsteking en sekondêre bloeiing, kan 'n sertifikaat soos in subregulasie (4) omskryf en uitgereik deur 'n geregistreerde tandarts vir die toepassing van daardie subregulasie aanvaar word.

(b) 'n Dergelike sertifikaat deur 'n geregistreerde tandarts uitgereik in verband met ander ongesteldhede kan slegs met die instemming van die Direkteur aanvaar word.

(c) Ongeag die bepalings van hierdie subregulasie kan die Direkteur vereis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word alerh y siekteleverlof toestaan.

(7) Ondanks die indiening van 'n sertifikaat soos in subregulasies (4) en (6) omskryf, kan die Direkteur na goeddunke weier om siekteleverlof met betaling toe te staan ten opsigte van enige afwesigheid van diens waarop die sertifikaat betrekking het, en in so 'n geval word die afwesigheid as ongemagtig beskou en is die bepalings van subregulasie (3) van regulasie 26 ten opsigte daarvan van toepassing.

#### *Spesiale siekteleverlof.*

39. (1) Aan 'n beampote of werknemer wat van diens afwesig is weens 'n besering wat voortspruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteleverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte uit te voer nie, of, indien die geval binne die bestek van die Ongevallewet, 1941, soos gewysig, val, spesiale siekteleverlof met besoldiging gelykstaande aan die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens daardie Wet betaalbaar is.

(2) Spesiale siekteleverlof kragtens hierdie regulasie word nie toegestaan as die Direkteur van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beampote of werknemer toe te skryf is nie.

(3) Die bepalings van subregulasies (3), (4) en (6) van regulasie 30 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteleverlof.

#### *Bevallingsverlof.*

40. (1) Aan 'n getroude vroulike beampote kan verlof weens haar bevalling toegestaan word vir 'n tydperk van hoogstens twaalf kalendermaande.

(2) Minstens een kalendermaand kennis van voorname om sodanige verlof te neem, moet aan die hoof van die kantoor gegee word, en sodanige verlof deur die Direkteur toegestaan, is sonder betaling. 'n Tydperk van bevallingsverlof begin minstens drie kalendermaande voor die verwagte datum van die beampote se bevalling.

(3) Ondanks andersluidende bepalings in hierdie regulasies vervat, kan die Direkteur, indien hy dit nodig ag, vereis dat 'n getroude vroulike beampote bevallingsverlof neem.

(4) Ondanks andersluidende bepalings in hierdie regulasies vervat, kan aan 'n getroude vroulike beampote, indien sy dit versoek, soveel vakansieverlof met volle betaling as wat sy te goed het, toegestaan word in plaas van enige gedeelte van bevallingsverlof.

#### *Spesiale verlof met volle betaling.*

41. (1) Spesiale verlof met volle betaling kan aan 'n beampote of werknemer toegestaan word—

- (a) wanneer hy enige eksamen doen waarvoor, na die mening van die Direkteur, sodanige spesiale verlof toegestaan moet word;
- (b) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie kragtens geneeskundige instruksies waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het: Die toestaan van spesiale verlof onder hierdie paragraaf is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering aandui;

- (c) when he is arrested or has to appear before court on a criminal charge and he is subsequently acquitted or the charge withdrawn;
- (d) (i) when, as a member of the Citizen Force he is required, in terms of the Defence Act, 1957, or any regulation made thereunder, to undergo continuous or non-continuous training, except when he is performing full-time service in lieu of peace-time training in terms of section twenty or undergoing continuous training in terms of section twenty-three of the Defence Act, 1957;
- (ii) when, as a member of the Citizen Force as defined above, he voluntarily or in pursuance of a special agreement between him and the Department of Defence relating to his training, and with the permission of the Director, undertakes any continuous training or attends an instructional or qualifying course over and above any training to which he is liable in terms of the said Act, provided the Officer Commanding the respective Command or Air Force Group certifies that such training or course is necessary in the interest of the South African Defence Force;
- (iii) when, as a member of a Commando, he is required in terms of the Defence Act, 1957, or any regulation made thereunder, to attend training exercises or other annual training in terms of section forty-four of the said Act, provided that the Officer Commanding the respective Command certifies that attendance at such training exercises or other annual training is in accordance with the provisions of the aforesaid regulations;
- (iv) when, as a member of a commando, he attends an instructional or qualifying course, provided that the Officer Commanding the respective Command certifies that attendance at such course is necessary in the interest of the South African Defence Force;
- (v) when, as a member or the Reserve of Officers, he is required to attend a refresher course or undergo refresher training in order to maintain his proficiency, provided that the relative Army, Air or Naval Chief of Staff certifies that such course or training is necessary in the interest of the South African Defence Force;
- (vi) when, as a member of any section of the South African Defence Force (except a member of the Citizen Force who is performing full-time service in lieu of peace-time training in terms of section twenty or is undergoing continuous training in terms of section twenty-three of the Defence Act, 1957), including a member of the Commando who is attending a training exercise or annual training in terms of section forty-four of the Defence Act, 1957, he is called out in terms of the provisions of Chapter X of the said Act, for service in the prevention or suppression of disorder or other emergency in the Union.

(2) Special leave granted in terms of sub-regulation (1) may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

(3) The provisions of paragraph (d) of sub-regulation (1) are applicable to employees whose service conditions have been determined in accordance with the provisions of industrial and other agreements.

#### *Study Leave with Half Pay.*

42. In addition to any other leave which may be granted under the provisions of these regulations, an officer or employee, who desires to undertake special study or to pursue studies in special branches of nursing or hospital or medical services, may be granted additional leave for a period of 46 days with half pay: Provided that—

(a) the Director is satisfied that the proposed studies will be to the advantage of the hospital service of the Province;

- (c) wanneer hy gevange geneem is of voor die hof moet verskyn op 'n aanklag van misdaad en later vrygespreek of die aanklag teruggetrek word;
- (d) (i) wanneer hy as lid van die Burgermag kragtens die Verdedigingswet, 1957, of enige regulasie daaronder uitgevaardig, onafgebroke of afgebroke opleiding moet ondergaan, behalwe as hy voltydse diens in plaas van vredestydse opleiding kragtens artikel twintig of onafgebroke opleiding kragtens artikel drie-en-twintig van die Verdedigingswet, 1957, verrig;
- (ii) wanneer hy as lid van die Burgermag soos hierbo om skryf met die toestemming van die Direkteur vrywillig of as gevolg van enige spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding, bo en behalwe enige opleiding wat hy ooreenkomstig genoemde Wet ondergaan, enige onafgebroke of afgebroke opleiding onderneem of 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement of Suid-Afrikaanse Lugmaggroep sertificeer dat sodanige opleiding of kursus nodig is in belang van die Suid-Afrikaanse Weermag;
- (iii) wanneer hy as lid van 'n kommando kragtens die Verdedigingswet, 1957, of enige regulasie daaronder uitgevaardig, opleidingsoefeninge of ander jaarlikse opleiding kragtens artikel vier-en-veertig van genoemde Wet moet bywoon, mits die Bevelvoerder van die betrokke Kommandement sertificeer dat bywoning van sodanige opleidingsoefening of ander jaarlikse opleiding in ooreenstemming met die bepalings van voormalde regulasies is;
- (iv) wanneer hy as lid van 'n kommando 'n instruksie- of kwalifiserende kursus bywoon, mits die Bevelvoerder van die betrokke Kommandement sertificeer dat bywoning van sodanige kursus nodig is in belang van die Suid-Afrikaanse Weermag;
- (v) wanneer hy as lid van die Reserwe van Offisiere 'n herhalingsoefenkursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bekwaamheid te behou, mits die Stafhoof van die betrokke Landmag, Lugmag of Vlootmag sertificeer dat sodanige kursus of opleiding nodig is in belang van die Suid-Afrikaanse Weermag;
- (vi) wanneer hy as lid van enige afdeling van die Suid-Afrikaanse Weermag (behalwe 'n lid van die Burgermag wat voltydse diens in plaas van vredestydse opleiding kragtens artikel twintig verrig of onafgebroke opleiding kragtens artikel drie-en-twintig van die Verdedigingswet, 1957, ondergaan) met inbegrip van 'n lid van die kommando wat opleidingsoefening of jaarlikse opleiding kragtens artikel vier-en-veertig van die Verdedigingswet, 1957, ondergaan, kragtens die bepalings van hoofstuk X van genoemde Wet opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste of ander nood in die Unie.

(2) Spesiale verlof wat ooreenkomstig subregulasie (1) toegestaan word, kan enige tydperk werklik en noodsaaklike wyls deurgebring met reise vir doeleindes waarvoor die verlof toegestaan word, insluit.

(3) Die bepalings van paragraaf (d) van subregulasie (1) is van toepassing op werknemers wie se diensvooraardes in ooreenstemming met die bepalings van nywerheids- en dergelike ooreenkomste vasgestel is.

#### *Studieverlof met halwe betaling.*

42. Benewens enige ander verlof wat kragtens die bepalings van hierdie regulasies toegestaan kan word, kan aan 'n beampte of werknemer wat spesiaal wil studeer of wat sy studies wil voortsit in spesiale vertakkings van verplegings- of hospitaal- of geneeskundige dienste, addisionele verlof vir 'n tydperk van 46 dae met halwe betaling toegestaan word: Met dien verstande dat—

(a) die Directeur daarvan oortuig is dat die voorgestelde studies tot voordeel van die hospitaaldiens van die Provincie sal strek;

- (b) the officer or employee gives a written undertaking that, on completion of the studies, he—
- will serve for a period of at least six months in the hospital service of the Province;
  - shall furnish satisfactory proof that his leave was devoted to such studies; and
  - shall, if he fails to comply with the conditions set out in (i) and (ii) hereof, refund the pay received in respect of any study leave which may have been granted to him.

#### *Vacation Leave without Pay.*

43. If sound reasons exist, the Director may, at his discretion but subject to the limits imposed by paragraph (c) of sub-regulation (1) of regulation 44, grant an officer or employee, who has no vacation leave with pay to his credit, vacation leave without pay but not exceeding 184 days in the aggregate in any period of eighteen calendar months. In exceptional cases the limitation prescribed by this regulation may be waived by the Administrator.

#### *Sick Leave without Pay.*

44. (1) (a) If an officer or employee has used his paid sick leave provided for in these regulations, he may notwithstanding the provisions of sub-regulation (5) of regulation 37 be granted sick leave without pay not exceeding 365 days in any particular cycle.

(b) The grant in terms of paragraph (a) may be made irrespective of whether the officer or employee has been granted additional sick leave with half pay in terms of sub-regulation (4) of regulation 37.

(c) If an officer or employee has been granted the sick leave without pay provided for in this regulation, he may not, during the particular cycle, be granted any further leave, of whatever nature, to cover his absence from duty owing to illness, except with the approval of the Administrator.

(2) (a) The grant to an officer or employee of sick leave without pay in terms of sub-regulation (1) is subject to the submission by him to the Director of a satisfactory medical certificate in respect of each absence which exceeds three days.

(b) The provisions of sub-regulations (4) and (5) of regulation 38 are applicable in respect of absences which do not exceed three days.

#### *Leave in Lieu of Public Holidays.*

45. If an officer or employee excluding officers and employees who are members of the nursing staff, or dietitians, or employees who are paid at local rates of pay is required to work on a public holiday, he may, having due regard to the exigencies of the service, be granted leave with full pay for any such public holiday worked, within six months of the date thereof.

#### *Special Leave: Extraordinary.*

46. Where the Director considers that it will be in the interest of the Administration to do so, he may grant an officer or employee special leave for such period as he may determine, and such leave shall be with or without pay as the Administrator may approve.

#### *Leave which Counts for Leave Purposes.*

47. (1) All leave, of whatever nature, with full or part pay, and vacation, accouchement and sick leave without pay not exceeding 15 days in the aggregate in a month,

- (b) die beamppte of werknemer 'n skriftelike onderneming verskaf dat hy, na voltooiing van sy studies—
- in die hospitaaldiens van die Provinse vir 'n tydperk van minstens ses maande sal diens doen;
  - oortuigende bewys lewer dat hy sy verlof aan sodanige studies gewy het; en
  - indien hy in gebreke bly om aan die voorwaardes in (i) en (ii) hiervan uiteengesit, te voldoen, die betaling wat hy ontvang het ten opsigte van enige studieverlof wat aan hom toegestaan is, moet terugbetaal.

#### *Vakansieverlof sonder betaling.*

43. As daar gegronde redes daarvoor bestaan, kan die Direkteur na goeddunke, maar onderworpe aan die beperkings wat by paragraaf (c) van subregulasie (1) van regulasie 44 opgelê word, aan 'n beamppte of werknemer wat geen vakansieverlof met betaling tot sy krediet het nie, vakansieverlof sonder betaling toestaan maar vir nie langer as altesaam 184 dae in enige tydperk van agtien kalendermaande nie. In uitsonderlike gevalle kan die beperking opgelê by hierdie regulasie deur die Administrateur opgehef word.

#### *Siekteverlof sonder betaling.*

44. (1) (a) Aan 'n beamppte of werknemer wat sy betaalde siekterverlof waarvoor in hierdie regulasies voorsiening gemaak is, opgebruik het, kan, ondanks die bepalings van subregulasie (5) van regulasie 37, siekterverlof sonder betaling toegestaan word vir hoogstens 365 dae in enige besondere tydkring.

(b) Die toekenning kragtens paragraaf (a) kan gedoen word ongeag die addisionele siekterverlof met halwe betaling wat kragtens subregulasie (4) van regulasie 37 aan die beamppte of werknemer toegestaan is.

(c) As die siekterverlof sonder betaling waarvoor in hierdie regulasie voorsiening gemaak word, aan 'n beamppte of werknemer toegestaan is, mag geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring aan hom toegestaan word om sy afwesigheid van diens weens siekte te dek nie, behalwe met die goedkeuring van die Administrateur.

(2) (a) Die toekenning aan 'n beamppte of werknemer van siekterverlof sonder betaling kragtens subregulasie (1) is onderworpe aan die voorlegging deur hom aan die Direkteur van 'n bevredigende geneeskundige sertifikaat ten opsigte van elke afwesigheid van langer as drie dae.

(b) Ten opsigte van afwesighede wat nie drie dae oorskry nie, is die bepalings van subregulasies (4) en (5) van regulasie 38 van toepassing.

#### *Verlof in plaas van openbare feesdae.*

45. Indien 'n beamppte of werknemer, uitgesonderd beamptes en werknemers wat lede van die verplegingspersoneel is, of dietekundiges, of werknemers wat teen plaaslike skale van besoldiging betaal word, op 'n openbare feesdag moet werk, kan daar aan hom met behoorlike inagneming van die vereistes van die diens, binne ses maande van die datum daarvan, verlof met volle betaling toegestaan word vir so 'n openbare feesdag waarop hy gewerk het.

#### *Spesiale verlof: Buitengewone.*

46. Waar die Direkteur meen dat dit in die belang van die Administrasie is om dit te doen, kan hy aan 'n beamppte of werknemer spesiale verlof toestaan vir sodanige tydperk as wat hy bepaal en sodanige verlof is met of sonder betaling, al na die Administrateur goedkeur.

#### *Verlof wat vir verlofdoeleindes tel.*

47. (1) Alle verlof, van watter aard ook al, met volle of gedeeltelike betaling, en vakansie-, bevallings- en siekterverlof sonder betaling van hoogstens altesaam 15 dae in

shall count for the purpose of leave accrual. If the leave without pay exceeds the number of days mentioned herein—

- (a) the provision in respect of non-accumulative vacation leave which is applicable to an officer or employee in terms of regulation 29, shall be reduced by one-twelfth in respect of each such excess, which reduction shall be made from the accrual for the calendar year in which the leave without pay is taken, or, if the non-accumulative vacation leave has already been taken, from the leave accrual of the succeeding calendar year;
- (b) such excess shall not be regarded as service for the purposes of sub-regulation (1) of regulation 35;
- (c) the provision in respect of sick leave with full pay and sick leave with half pay which is applicable to an officer or employee in terms of paragraph (b) of regulation 28, shall be reduced by one-thirtieth in respect of each such excess, which reduction shall be made from the provision of the cycle in which the excess occurs, or, if the available sick leave for the relative cycle has already been taken, from the provision for the succeeding cycle.

(2) Vacation leave without pay, accouchement leave without pay and sick leave without pay shall count as service for the purpose of determining an officer's or employee's leave group under regulation 27.

(3) Vacation leave which in terms of sub-regulation (1) accrues during a period of vacation leave without pay, accouchement leave without pay or sick leave without pay may not be granted to an officer or employee until he has resumed his duties after his absence with vacation, accouchement or sick leave without pay, and then only in respect of absences after such resumption of duty.

#### *Leave Counts for the Purpose of Salary Increments.*

48. All leave, of whatever nature, whether with or without pay, shall count for the purpose of salary increments.

#### *Leave Granted under Repealed Regulations.*

49. Any leave granted to an officer or employee prior to the coming into operation of these regulations shall be deemed to be leave granted under these regulations.

### CHAPTER III.

#### LEAVE GRATUITIES.

##### *Definitions.*

50. In this chapter, unless the context otherwise indicates—

“leave” means, in the case of an officer subject to Chapter II of these regulations, the vacation leave (accumulative and/or non-accumulative) for which provision is made in that chapter, and in the case of any other officer, the vacation leave (accumulative and/or non-accumulative) for which provision is made in his contract of service;

“leave gratuity” means an amount of money paid or payable in respect of leave not utilised by an officer and standing to his credit on the date when his services terminate and which amount, subject to the provisions of sub-regulation (3) of regulation 57, has been calculated in accordance with the formula referred to in regulation 56;

“officer” means a person who is in the full-time service of the department in a provincial hospital or in an institution or service established in terms of section four of the Ordinance and includes an officer whose service conditions and/or period of service are stipulated by contract but does not include a person whose service conditions have been determined in accordance with the terms of an industrial or other agreement.

‘n maand, tel vir die doel van verlofaanwas. As die verlof sonder betaling die hierin gemelde getal dae oorskry, word—

- (a) die voorsiening ten opsigte van nie-oplopende vakansieverlof wat van toepassing is op ‘n beampete of werknemer ingevolge regulasie 29 verminder met een-twaalfde ten opsigte van elke sodanige oorskryding en bierdie vermindering word aangebring aan die verlofaanwas van die kalenderjaar waarin die verlof sonder besoldiging geneem is of, as die nie-oplopende verlof reeds geneem is, aan die verlofaanwas van die eersvolgende kalenderjaar;
- (b) sodanige oorskryding nie as diens vir die toepassing van subregulasie (1) van regulasie 35 gereken nie;
- (c) die voorsiening ten opsigte van siekteverlof met volle betaling en siekterverlof met halwe betaling wat kragtens paragraaf (b) van regulasie 28 op ‘n beampete of werknemer van toepassing is, met een-ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder, en hierdie vermindering word aangebring aan die voorsiening van die tydkring waarin die oorskryding voorkom, of as die beskikbare siekterverlof van die betrokke tydkring reeds gebruik is, aan die voorsiening vir die eersvolgende tydkring.
- (2) Vakansieverlof sonder betaling, bevallingsverlof sonder betaling en siekterverlof sonder betaling tel as diens vir die vasstelling van die indeling van ‘n beampete of werknemer by ‘n verlofsgroep kragtens regulasie 27.
- (3) Vakansieverlof wat kragtens subregulasie (1) aanwas gedurende ‘n tydperk van vakansieverlof sonder betaling, bevallingsverlof sonder betaling of siekterverlof sonder betaling mag nie aan ‘n beampete of werknemer toegestaan word voordat hy, na sy afwesigheid met vakansie-, bevallings- of siekterverlof sonder betaling, sy dienste hervat het nie en dan slegs ten opsigte van afwesighede na sodanige hervatting van diens.

##### *Verlof tel vir salarisverhogingsdoeleindes.*

48. Alle verlof, van watter aard ook al, het sy met of sonder betaling, tel vir salarisverhogingsdoeleindes.

##### *Verlof toegestaan ingevolge regulasies wat herroep is.*

49. Enige verlof aan ‘n beampete of werknemer voor die inwerkingtreding van hierdie regulasies toegestaan, word beskou as verlof ingevolge hierdie regulasies toegestaan.

### HOOFSTUK III.

#### VERLOFGRATIFIKASIES.

##### *Woordbepalings.*

50. In hierdie hoofstuk, tensy uit die sinsverband anders blyk, beteken—

“beampete” ‘n persoon wat in die voltydse diens van die Departement is in ‘n provinsiale hospitaal of in ‘n inrigting of diens ingestel ingevolge artikel vier van die Ordonnansie en omvat ‘n beampete wie se diensvoorwaardes en/of dienstermyn by kontrak bepaal is maar omvat nie iemand wie se diensvoorwaardes vasgestel is ooreenkomsdig die voorwaardes van ‘n nywerheids- of ander ooreenkoms nie;

“verlof”, in die geval van ‘n beampete onderworpe aan Hoofstuk II van hierdie regulasies, die vakansieverlof (oplopend en/of nie-oplopend) waarvoor in daardie hoofstuk voorsiening gemaak word en, in die geval van enige ander beampete, die vakansieverlof (oplopend en/of nie-oplopend) waarvoor in sy dienskontrak voorsiening gemaak word;

“verlofgratifikasie” ‘n bedrag geld betaalbaar ten opsigte van verlof wat nie deur ‘n beampete gebruik is nie en wat hy te goed het op die datum waarop sy dienste eindig en welke bedrag, behoudens die bepalings van subregulasie (3) van regulasie 57, bereken is volgens die formule in regulasie 56 genoem.

*Payment of Leave Gratuity a Privilege.*

51. (1) The payment of a leave gratuity shall not be claimable as a right.

(2) The payment of a leave gratuity shall be subject to approval by the Director and, although approved, may be withdrawn by him at any time—

- (a) before payment thereof; or
- (b) if only part of payment thereof has been made, in respect of amounts not already paid on account of such gratuity.

*Circumstances in which Leave Gratuity may be Paid.*

52. (1) Subject to the provisions of regulation 54, a leave gratuity may be paid when the services of the officer in question terminate on account of—

- (a) death;
- (b) discharge due to ill-health, injury or disability, not occasioned by his own default or negligence;
- (c) discharge due to failing powers;
- (d) discharge due to the attainment of the superannuation age prescribed in any law for such officer or on the ground of advanced age;
- (e) discharge due to redundancy, abolition of the post occupied by such officer or re-organisation in the Department;
- (f) discharge or resignation on marriage or in contemplation of marriage as the case may be, where such officer is a female;
- (g) expiry of the period of service for which provision is made in the relative contract where such officer is employed on a contract basis;
- (h) retirement of such officer in the circumstances envisaged by sub-section (8) of section *ten* of the Transvaal Hospital and Education Officers Pension Ordinance, 1959 (Ordinance No. 19 of 1959), or, by sub-section (7) of section *ten* of the Transvaal Hospital Nurses' Pension Ordinance, 1959 (Ordinance No. 21 of 1959), as the case may be;
- (i) discharge due to inefficiency when such officer has not been found guilty of misconduct in terms of section *fifty-three* read with section *fifty-two* of the Ordinance;
- (j) discharge with a view to the promotion of efficiency or economy in the Department.

(2) Where the services of an officer terminate on account of a reason set out in paragraph (i) or (j) of sub-regulation (1), the payment of a leave gratuity shall be subject to the approval of the Administrator.

*Circumstances in which Leave Gratuity shall not be Paid.*

53. No leave gratuity shall be paid where the services of an officer terminate on account of—

- (a) resignation of such officer subject to the provisions of paragraph (f) of sub-regulation (1) of regulation 52;
- (b) transfer outside the Department to a post in the Public Service, as contemplated in the Public Service Act, 1957 (Act No. 54 of 1957), as amended, or to another post in the Administration;
- (c) desertion;
- (d) discharge due to ill-health, injury or disability occasioned by his own default or negligence;
- (e) breach of the relative contract by such officer where he is employed on a contract basis;
- (f) discharge due to misconduct in terms of section *fifty-three* read with section *fifty-two* of the Ordinance.

*Betaling van verlofgratifikasie 'n vergunning.*

51. (1) Die betaling van 'n verlofgratifikasie mag nie as 'n reg geëis word nie.

(2) Die betaling van 'n verlofgratifikasie is onderworpe aan die goedkeuring van die Direkteur en, al is dit reeds goedgekeur, kan hy dit te eniger tyd intrek—

- (a) voordat dit uitbetaal is; of
- (b) indien slegs gedeelte daarvan uitbetaal is, ten opsigte van bedrae wat nog nie vir rekening van sodanige gratifikasie uitbetaal is nie.

*Omstandighede waarin verlofgratifikasie betaal mag word.*

52. (1) Behoudens die bepalings van regulasie 54, mag 'n verlofgratifikasie betaal word wanneer die dienste van die betrokke beamppte eindig ten opsigte van—

- (a) dood;
- (b) ontslag weens ongesondheid, besering of ongeskiktheid nie deur sy eie toedoen of agtelosigheid veroorsaak nie;
- (c) ontslag weens afnemende kragte;
- (d) ontslag weens die bereiking van die ouderdomsgrens in enige wet vir so 'n beamppte voorgeskryf of weens hoë ouderdom;
- (e) ontslag weens oortolligheid, afskaffing van die pos deur sodanige beamppte beklee of reorganisasie in die Departement;
- (f) ontslag of bedanking by huwelik of voorgenome huwelik, al na die geval, in die geval van 'n vroulike beamppte;
- (g) verstyrking van die dienstermyn waarvoor in die betrokke kontrak voorsiening gemaak is, waar sodanige beamppte op 'n kontrakbasis in diens is;
- (h) afdanking van sodanige beamppte in die omstandighede beoog by subartikel (8) van artikel *tien* van die Ordonnansie op die Pensioene van Transvaalse Hospitaal- en Onderwysbeamptes, 1959 (Ordonnansie No. 19 van 1959), of by subartikel (7) van artikel *tien* van die Ordonnansie op die Pensioene van Transvaalse Hospitaalverpleegsters, 1959 (Ordonnansie No. 21 van 1959), al na die geval;
- (i) ontslag weens onbekwaamheid wanneer sodanige beamppte nie skuldig bevind is nie aan wangedrag ingevolge die bepalings van artikel *drie-en-vyftig* gelees met artikel *twee-en-vyftig* van die Ordonnansie;
- (j) ontslag met die oog op die bevordering van doeltreffendheid of ekonomiese in die Departement.

(2) Waar die dienste van 'n beamppte eindig om 'n rede in paragraaf (i) of (j) van subregulasie (1) uiteengesit is, is die betaling van 'n verlofgratifikasie onderworpe aan die goedkeuring van die Administrateur.

*Omstandighede waarin verlofgratifikasie nie betaal word nie.*

53. Geen verlofgratifikasie word betaal nie waar die dienste van 'n beamppte eindig ten gevolge van—

- (a) bedanking van sodanige beamppte, behoudens die bepalings van paragraaf (f) van subregulasie (1) van regulasie 52;
- (b) oorplasing buite die Departement na 'n pos in die Staatsdiens soos beoog in die Staatsdienswet, 1957 (Wet No. 54 van 1957), soos gewysig, of na 'n ander pos in die Administrasie;
- (c) diensverlating;
- (d) ontslag weens ongesondheid, besering of ongeskiktheid deur sy eie toedoen of agtelosigheid veroorsaak;
- (e) die verbreking van die betrokke kontrak deur sodanige beamppte, waar hy op 'n kontrakbasis in diens is;
- (f) ontslag weens wangedrag ingevolge die bepalings van artikel *drie-en-vyftig*, gelees met artikel *twee-en-vyftig* van die Ordonnansie.

*Eligibility for Payment of Leave Gratuity.*

54. (1) (a) Subject to the provisions of sub-regulation (2), a leave gratuity may only be paid to an officer if he has completed on the date on which his services terminate, a period of at least five years' continuous satisfactory service, and such period need not necessarily immediately precede such date.

(b) The period referred to in paragraph (a) may comprise—

- (i) a period of full-time permanent service;
- (ii) a period of full-time temporary service; or
- (iii) a period of full-time temporary service continuous with a period of full-time permanent service.

(c) Any period of military service which, in terms of any law has been declared reckonable for pension purposes may form part of the period referred to in paragraph (a).

(2) When an officer's services terminate on account of his death, a leave gratuity may be paid whether or not such officer has completed a period of five years' continuous satisfactory service, as contemplated in sub-regulation (1).

(3) Notwithstanding anything to the contrary in sub-regulation (1) contained, no leave gratuity shall be paid to a female officer, who resigns in contemplation of marriage, unless such officer—

- (a) at the time of her resignation, indicates in writing to the Director her intention so to marry; and
- (b) marries within three months after the day preceding her last day of service.

*Determination of Leave Credit in respect of which Leave Gratuity may be Paid.*

55. (1) The maximum period of leave in respect of which a leave gratuity may be paid is 184 days: Provided that such period shall be 92 days in the case of a female officer who resigns in contemplation of marriage, or who is discharged on account of her marriage.

(2) The maximum period of leave in respect of which a leave gratuity may be paid shall be reduced in the case of—

(a) an officer who is discharged owing to the attainment of the superannuation age prescribed in any law for such officer, by the number of days' leave in excess of 92 days which has been taken by such officer in his last year of service, immediately preceding and inclusive of his last day of service; and

(b) a female officer who resigns in contemplation of marriage or who is discharged in consequence of her marriage, by the number of days' vacation leave in excess of her annual leave accrual which has been taken by her in her last year of service immediately preceding and inclusive of her last day of service.

*Calculation of the Cash Value of Leave Credit.*

56. (1) The amount of any leave gratuity shall be calculated in accordance with the following formula:—

$$\text{A} \times \text{B}$$

365

where A represents, as on the date when the services of an officer terminate, the sum of his basic annual salary, his annual non-pensionable allowance which he may receive in lieu of cost of living allowance formerly payable, and any other amount or amounts annually received by him as a pensionable allowance or allowances; and where B represents his leave credit determined and reduced (if such be the case) in accordance with the provisions of regulation 55.

*Bevoegdheid vir die betaling van verlofgratifikasie.*

54. (1) (a) Behoudens die bepalings van subregulasie (2), kan 'n verlofgratifikasie slegs aan 'n beampete betaal word as hy, op die datum waarop sy dienste eindig, 'n tydperk van minstens vyf jaar onafgebroke bevredigende diens voltooi het en sodanige tydperk hoef nie noodwendig sodanige datum onmiddellik vooraf te gaan nie.

(b) Die tydperk in paragraaf (a) genoem, kan bestaan uit—

- (i) 'n tydperk van voltydse permanente diens;
- (ii) 'n tydperk van voltydse tydelike diens; of
- (iii) 'n tydperk van voltydse tydelike diens aaneenlopend met 'n tydperk van voltydse permanente diens.

(c) Enige tydperk van militêre diens, wat ingevolge die bepalings van enige wet rekenbaar verklaar is vir pensioendoeleindes, kan deel uitmaak van die tydperk in paragraaf (a) genoem.

(2) Waar 'n beampete se dienste eindig as gevolg van sy dood, kan 'n verlofgratifikasie betaal word of sodanige beampete 'n tydperk van vyf jaar se onafgebroke bevredigende diens voltooi het, soos in subregulasie (1) beoog, of nie.

(3) Ondanks andersluidende bepalings in subregulasie (1) vervat, word geen verlofgratifikasie aan 'n vroulike beampete betaal nie wat bedank met die voorneme om in die huwelik te tree, tensy sodanige beampete—

- (a) ten tyde van haar bedanking skriftelik aan die Direkteur haar voorneme om aldus te trou, te kenne gee; en
- (b) binne drie maande na die dag net voor die laaste dag wat sy in diens is, trou.

*Bepaling van verlof te goed ten opsigte waarvan verlofgratifikasie betaal mag word.*

55. (1) Die maksimum verloftydperk ten opsigte waarvan 'n verlofgratifikasie betaal mag word, is 184 dae: Met dien verstande dat sodanige tydperk 92 dae is in die geval van 'n vroulike beampete wat bedank met die voorneme om in die huwelik te tree of wat by huwelik ontslaan word.

(2) Die maksimum verloftydperk ten opsigte waarvan 'n verlofgratifikasie betaal mag word, word verminder in die geval van—

(a) 'n beampete wat ontslaan word weens bereiking van die uitdienstredingsouderdom, by wet vir sodanige beampete voorgeskryf, met die aantal dae vakansieverlof bo 92 dae wat sodanige beampete gedurende die laaste jaar van sy diens geneem het, onmiddellik voor en met inbegrip van sy laaste dag van diens; en

(b) 'n vroulike beampete wat bedank met die voorneme om in die huwelik te tree of wat by huwelik ontslaan word, met die aantal dae vakansieverlof bo haar jaarlikse verlofaanwas, wat sy gedurende die laaste jaar van haar diens geneem het onmiddellik voor en met inbegrip van haar laaste dag van diens.

*Berekening van kontantwaarde van verlof te goed.*

56. (1) Die bedrag van verlofgratifikasie word bereken volgens die volgende formule:—

$$\text{A} \times \text{B}$$

365

waar A, soos op die datum waarop die dienste van 'n beampete eindig, die totaal verteenwoordig van sy basiese jaarlikse salaris, sy jaarlikse nie-pensioengewende toelae wat hy mag ontvang in plaas van lewenskostetoeleae wat voorheen betaalbaar was, en enige ander bedrag of bedrae wat hy jaarliks ontvang as 'n pensioengewende toelae of toelaes en waar B sy verlof te goed verteenwoordig wat bepaal en verminder is: (indien dit die geval is), ooreenkomsdig die bepalings van regulasie 55.

(2) When an increase in salary and/or non-pensionable allowance referred to in sub-regulation (1) and/or any pensionable allowance or allowances is approved subsequent to the termination of the services of an officer, with retrospective effect to a date prior to such termination, a proportionate adjustment in the amount of the relative leave gratuity may be made, whether or not such officer has already been paid any amounts on account of such leave gratuity: Provided that no such proportionate adjustment shall be made, unless the relative authority for the increase of salary and/or non-pensionable allowance referred to in sub-regulation (1) and/or any pensionable allowance or allowances also authorised the payment of such increase to the officer in question who had already left the service of the Department.

#### *Leave Gratuity to Whom Payable.*

57. (1) Subject to the provisions of sub-regulations (2) and (3), a leave gratuity shall be paid only to the officer concerned.

(2) Where the services of an officer terminate on account of his death, a leave gratuity may be paid to his widow, or, if there is no widow, in equal shares to or for the benefit of such minor children of the deceased officer as were wholly dependent upon him at the time of his death.

(3) Where the deceased officer is not survived by minor children who were wholly dependent upon him, or by his widow, but there were other persons who were wholly or partially dependent upon him at the time of his death, the payment of any leave gratuity to such other persons shall be subject to the approval of the Administrator, and, notwithstanding the provisions of regulation 56, the amount of such gratuity shall be governed by the circumstances of such other persons.

(4) No leave gratuity shall be paid into the estate of a deceased officer, but shall be paid direct to his widow, minor children or other dependents of such officer, as the case may be.

#### *Re-appointment of Officer to Whom Leave Gratuity Already Paid.*

58. If, on or after the termination of an officer's services he is paid a leave gratuity and is then re-appointed, with or without a break in service, to a post in the Department, no regard shall be had to previous service and such re-appointment shall be a new appointment for the purposes of these regulations.

#### *Effect of Payment of Leave Gratuity on Pension.*

59. The leave credit in respect of which a leave gratuity has been paid shall not be included in an officer's period of pensionable service. Pension contributions shall not be levied on a leave gratuity, and such gratuity shall in no way affect the calculation of the pension payable to the officer in question.

### CHAPTER IV.

#### RAIL CONCESSIONS.

##### *Definitions.*

60. In this chapter, unless the context otherwise indicates—

“child” means the child of an officer or pensioner (including a stepchild or a legally adopted child), who resides permanently with, who is solely dependent upon such officer or pensioner and who—

- (a) in the case of a white person, is under seventeen years of age;
- (b) in the case of a non-white person, is both under fourteen years of age and is the offspring of a marriage recognised as valid by law or by Bantu law and custom: Provided the officer or pensioner who is the parent of such child is not married to more than one person;

(2) Waar 'n verhoging in salaris en/of nie-pensioengewende toelae in subregulasie (1) genoem en/of pensioengewende toelae of toelaes goedgekeur word na die beëindiging van die dienste van 'n beampete, met terugwerkende krag tot 'n datum voor sodanige uitdienstreding, mag 'n proporsionele aanpassing in die bedrag van die betrokke verlofgratifikasie gemaak word, of aan sodanige beampete alreeds enige bedrae vir rekening van sodanige verlofgratifikasie betaal is of nie: Met dien verstande dat geen sodanige proporsionele aanpassing gemaak mag word nie tensy die betrokke gesag vir die verhoging van salaris en/of nie-pensioengewende toelae in subregulasie (1) genoem en/of pensioengewende toelae of toelaes ook magtig verleen het tot die betaling van sodanige verhoging aan die betrokke beampete wat alreeds die diens van die Departement verlaat het.

##### *Verlofgratifikasie: Aan wie betaalbaar.*

57. (1) Behoudens die bepalings van subregulasies (2) en (3), word 'n verlofgratifikasie slegs aan die betrokke beampete betaal.

(2) Waar die dienste van 'n beampete eindig as gevolg van sy dood, mag 'n verlofgratifikasie aan sy weduwee betaal word of, indien daar geen weduwee is nie, in gelyke dele aan of ten voordele van sodanige minderjarige kinders van die afgestorwe beampete as wat ten tyde van sy dood geheel en al van hom afhanglik was.

(3) Waar die afgestorwe beampete nie deur minderjarige kinders wat geheel en al van hom afhanglik is of deur sy weduwee oorleef word nie, maar daar ander persone is wat ten tyde van sy dood geheel en al of gedeeltelik van hom afhanglik was, is die betaling van enige verlofgratifikasie aan sodanige ander persone onderworpe aan die goedkeuring van die Administrateur en, ondanks die bepalings van regulasie 56, word die bedrag van sodanige gratifikasie bepaal deur die omstandighede van sodanige ander persone.

(4) Geen verlofgratifikasie word in die boedel van 'n afgestorwe beampete betaal nie maar word regstreeks betaal aan sy weduwee, minderjarige kinders of ander afhanglikes, al na die geval.

##### *Heraanstelling van beampete aan wie 'n verlofgratifikasie alreeds betaal is.*

58. Indien daar aan 'n beampete, op of na die beëindiging van sy dienste, 'n verlofgratifikasie betaal word en hy word dan weer in 'n pos in die Departement aangestel, met of sonder 'n onderbreking in sy diens, word geen vorige diens in ag geneem nie en sodanige heraanstelling is 'n nuwe aanstelling vir die toepassing van hierdie regulasies.

##### *Uitwerking van betaling van verlofgratifikasies op pensioene.*

59. Die verlof te goed ten opsigte waarvan 'n verlofgratifikasie betaal is, word nie in 'n beampete se tydperk van pensioengewende diens ingesluit nie. Pensioenbydraes word nie op 'n verlofgratifikasie gehef nie en sodanige gratifikasie beïnvloed die berekening van die pensioen wat aan die betrokke beampete betaalbaar is, op generlei wyse nie.

### HOOFSTUK IV.

#### SPOORWEGKONSESSIES.

##### *Woordbepalings.*

60. In hierdie hoofstuk, tensy dit uit die sinsverband anders blyk, beteken—

“beampete”, iedereen wat in die diens van die Departement is in 'n hospitaal en wat twaalf maande onafgebroke diens voltooi het of in 'n permanente of in 'n tydelike voltydse hoedanigheid, maar dit sluit nie in nie—

- (a) 'n verpleegster;
- (b) 'n persoon wat van buite die diens van 'n hospitaal tydelik in 'n afloshoedanigheid aangestel word;
- (c) 'n nie-blanke wat in 'n pos van werknemer aangestel is;

"non-white pensioner" means a pensioner who is not a white person;  
"nurse" means—

(a) any member of the female nursing staff of a hospital who has completed twelve months' continuous service either in a permanent or temporary full-time capacity; and

(b) a student nurse, whether or not she has completed twelve months' continuous service,

but does not include a person who is paid at local rates of pay;

"officer" means any person who is in the service of the Department in a hospital and who has completed twelve months' continuous service either in a permanent or a temporary full-time capacity, but does not include—

(a) a nurse;

(b) a person who is appointed from outside the service of a hospital temporarily in a relieving capacity;

(c) a non-white person who is appointed to a post of employee;

"pensioner" means any person formerly an officer or nurse as defined in this regulation, but now in receipt of a pension from the Transvaal Hospital and Education Officers' Pension Fund, established in terms of section two of the Transvaal Hospital and Education Officers' Pension Ordinance, 1959 (Ordinance No. 19 of 1959), or the Transvaal Hospital Nurses' Pension Fund, established in terms of section two of the Transvaal Hospital Nurses' Pension Ordinance, 1959 (Ordinance No. 21 of 1959), as the case may be;

"wife" means the wife of an officer or a pensioner residing permanently with her husband, including the wife of a non-white officer or a non-white pensioner to whom she is married according to Bantu law and custom: Provided such non-white officer or non-white pensioner is not married to more than one woman.

#### *Annual Holiday Concession.*

61. (1) Subject to the provisions of sub-regulation (2), once in every calendar year a nurse in respect of herself or an officer or a pensioner, as the case may be, in respect of himself, his wife and his children, shall be entitled to a refund in respect of a return or circular tour covering a journey by rail, but subject to the provisions of regulation 67 of—

(a) 40 per cent of the amount of the railfare in respect of that portion of the journey which is undertaken over the South African Railways (including South West Africa) and Vryburg-Ramatlhabama section of the Rhodesian Railways only when fares prescribed by the South African Railways and Harbours Administration are payable;

(b) 40 per cent of the amount of the railfare in respect of that portion of the journey which is undertaken over the Caminhos de Ferro de Mocambique;

(c) 33½ per cent of the amount of the railfare in respect of that portion of the journey which is undertaken over the Caminhos de Ferro de Mocambique (Beira) and Rhodesian Railways north of Mafeking or Vryburg:

Provided that—

(i) a nurse who by virtue of her appointment prior to 1st January, 1960, was entitled to a refund of half the amount of the fare expended by her on a return or circular tour covering a journey which was undertaken over the South African Railways (including South West Africa) and the Vryburg-Ramatlhabama section of the Rhodesian Railways only when the fares prescribed by the South African Railways and Harbours Administration are payable, and/or by South African Railways Road Transport Services; and

"eggenote", die eggenote van 'n beampete of 'n pensioentrekker wat permanent by haar eggenoot inwoon en omvat die eggenote van 'n nie-blanke beampete of 'n nie-blanke pensioentrekker met wie sy getroud is volgens Bantoereg en -gebruik, mits sodanige nie-blanke beampete of nie-blanke pensioentrekker nie met meer as een vrou getroud is nie;

"kind", die kind van 'n beampete of pensioentrekker (insluitende 'n stiefkind of 'n wettig aangenome kind) wat permanent by sodanige beampete of pensioentrekker inwoon, uitsluitlik van hom afhanklik is en wat—

(a) in die geval van 'n blanke, jonger as sewentien jaar oud is;

(b) in die geval van 'n nie-blanke, beide jonger as veertien jaar oud is en wat gebore is uit 'n huwelik wat as wettig erken word deur die wet of deur Bantoereg en -gebruik; mits die beampete of pensioentrekker wat die ouer van sodanige kind is, nie met meer as een persoon getroud is nie;

"nie-blanke pensioentrekker". 'n pensioentrekker wat nie 'n blanke persoon is nie;

"pensioentrekker", enige persoon voorheen 'n beampete of verpleegster soos in hierdie regulasie omiskryf, maar wat nou 'n pensioen ontvang van die Pensioenfonds vir Transvaalse Hospitaal- en Onderwysbeamptes gestig ingevolge artikel twee van die Ordonnansie op die Pensioene van Transvaalse Hospitaal- en Onderwysbeamptes, 1959 (Ordonnansie No. 19 van 1959), of die Pensioenfonds vir Transvaalse Hospitaalverpleegsters, gestig ingevolge artikel twee van die Ordonnansie op die Pensioene van Transvaalse Hospitaalverpleegsters, 1959 (Ordonnansie No. 21 van 1959), al na die geval;

"verpleegster"—

(a) enige lid van die vroulike verpleegingspersoneel van 'n hospitaal, wat twaalf maande onafgebroke diens voltooi het of in 'n permanente of 'n tydelike voltydse hoedanigheid; en

(b) 'n leerlingverpleegster, of sy twaalf maande onafgebroke diens voltooi het al dan nie, maar omvat nie 'n persoon wat teen plaaslike tariewe besoldig word nie.

#### *Jaarlikse vakansiekonsessie.*

61. (1) Behoudens die bepalings van subregulasie (2), is 'n verpleegster ten opsigte van haarself of 'n beampete of 'n pensioentrekker, al na die geval, ten opsigte van homself, sy eggenote en sy kinders, een maal elke kalenderjaar geregtig tot 'n terugbetaling ten opsigte van 'n heen-en-terugreis of 'n rondreis per spoor, maar behoudens die bepalings van regulasie 67, van—

(a) 40 persent van die bedrag van die reisgeld ten opsigte van dié gedeelte van die reis op die Suid-Afrikaanse Spoorweë (insluitende Suidwes-Afrika) en die Vryburg-Ramatlhabamaseksie van die Rhodesiese Spoorweë slegs wanneer reisgelde deur die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens voorgeskryf, betaalbaar is;

(b) 40 persent van die bedrag van die reisgeld ten opsigte van dié gedeelte van die reis op die Caminhos de Ferro de Mocambique;

(c) 33½ persent van die bedrag van die reisgeld ten opsigte van dié gedeelte van die reis op die Caminhos de Ferro de Mocambique (Beira) en die Rhodesiese Spoorweë noord van Mafeking of Vryburg:

Met dien verstande dat—

(i) 'n verpleegster wat kragtens haar aanstelling voor 1 Januarie 1960, geregtig was tot 'n terugbetaling van die helfte van die reisgeld deur haar bestee aan 'n heen-en-terugreis of 'n rondreis op die Suid-Afrikaanse Spoorweë (insluitende Suidwes-Afrika) en die Vryburg-Ramatlhabamaseksie van die Rhodesiese Spoorweë slegs wanneer die reisgelde deur die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens voorgeskryf, betaalbaar is en/of deur Padvervoerdienste van die Suid-Afrikaanse Spoorweë; en

(ii) an officer who was, in terms of any other regulation, by virtue of his appointment prior to the 1st January, 1941, entitled to a refund of half the amount of the railfare expended by him on a return or circular tour covering a journey which was undertaken over the South African Railways (including South West Africa) and Vryburg-Ramatlhabama section of the Rhodesian Railways only when the fares prescribed by the South African Railways and Harbours Administration are payable, in respect of himself, his wife or his children; shall continue to receive such concession.

(2) Where a nurse, who is a student nurse, takes a period of leave twice in any calendar year after being required to do so in consequence of the exigencies of the hospital service, such nurse shall be entitled, in respect of each such period of leave, to the refund for which provision is made in sub-regulation (1), if during each such period a journey as contemplated is undertaken: Provided that both the said periods of leave shall commence during the same calendar year: Provided further that no such nurse shall be entitled to an average of more than one such refund per year, calculated over the whole period of her training.

#### *Members of Family Travelling Separately.*

62. The concession may be granted in respect of the separate or joint journeys of an officer or a pensioner, as the case may be, the wife or any one or more of the children of such officer or pensioner, as the case may be.

#### *Stations from which Concession is Allowed.*

63. (1) The concession shall only be granted, in respect of journeys undertaken for bona fide holiday purposes, and subject to the provisions of these regulations, shall be confined to return and circular tour journeys commencing and terminating at the station serving the place at which the nurse or officer is stationed or resident. In the case of pensioners, the concession shall be confined to the place of residence, unless the Director otherwise approves.

(2) A concessionaire, who is stationed or resident at a considerable distance from the railway line may, subject to the approval of the Director, select any convenient railway station directly serving his place of employment or residence for the purpose of commencing his journey, and such journey shall then terminate at such station.

(3) A concessionaire, for the purpose of joining a train at a more convenient hour or to obviate inconvenient train connections may, subject to the approval of the Director, commence his journey from a station within a reasonable distance of the station serving his place of employment or residence, and such journey shall then terminate at such station.

#### *Journeys of Wives, Children and Other Dependants of Officers, Pensioners and Nurses.*

64. The journey of a concessionaire who is the wife or child of an officer or pensioner or who is a person referred to in regulation 69 shall only be commenced from such station as the nurse or officer or pensioner, to whom the concession is granted, may commence his journey.

#### *Concessions to Officers and Nurses Stationed in Climatic Allowance Areas.*

65. (1) A nurse or officer, permanently stationed or resident in a climatic allowance area or the wife and children of such officer, once in every two calendar years, shall be entitled to the issue of a free rail warrant covering a return tour by rail from the station serving the place of employment or residence of such nurse or officer to places outside such area but not more than five hundred miles distant from such station: Provided that where the nurse or officer or wife or children of such officer desire to travel to a further distant point a concession to cover the extension of the journey may be granted.

(ii) 'n beamppte wat ingevolge enige ander regulasies, kragtens sy aanstelling voor 1 Januarie 1941, geregtig was tot 'n terugbetaling van die helfte van die reisgeld deur hom bestee aan 'n heen-en-terugreis of 'n rondreis op die Suid-Afrikaanse Spoerweë (insluitende Suidwes-Afrika) en die Vryburg-Ramatlhabama seksie van die Rhodesiese Spoerweë slegs wanneer die reisgeld deur die Administrasie van die Suid-Afrikaanse Spoerweë en Hawens voorgeskryf, betaalbaar is, ten opsigte van homself, sy eggenote of sy kinders;

nog steeds sodanige konsessie ontvang.

(2) Waar 'n verpleegster, wat 'n leerlingverpleegster is, 'n tydperk van verlof twee maal in enige kalenderjaar neem, nadat dit van haar vereis word ten gevolge van die vereistes van die hospitaaldiens, is sodanige verpleegster geregtig ten opsigte van elkeen van sodanige tydperke van verlof tot die terugbetaling, waarvoor voorsiening in sub-regulasië (1) gemaak word, indien gedurende elkeen van sodanige tydperke 'n reis soos beoog onderneem word: Met dien verstande dat albei genoemde tydperke van verlof gedurende dieselfde kalenderjaar begin: Voorts met dien verstande dat geen sodanige verpleegster geregtig is tot 'n gemiddelde van meer as een sodanige terugbetaling per jaar nie, bereken oor die hele tydperk van haar opleiding.

#### *Gesinslede wat afsonderlik reis.*

62. Die konsessie kan toegestaan word ten opsigte van die afsonderlike of gesamentlike reise van 'n beamppte of 'n pensioentrekker, al na die geval, die eggenote of enigeen of meer van die kinders van so 'n beamppte of pensioentrekker, al na die geval.

#### *Stasies waarvan daan konsessies toegestaan word.*

63. (1) Die konsessie word slegs toegestaan ten opsigte van reise onderneem vir bona fide vakansiedoeleindes en is, behoudens die bepalings van hierdie regulasies, beperk tot heen-en-terug en rondreise wat begin en eindig by die stasie wat die plek bedien waar die verpleegster of beamppte gestasioneer of woonagtig is. In die geval van pensioentrekkers word die konsessie tot die woonplek beperk, tensy die Direkteur andersins goedkeur.

(2) 'n Konsessionaris wat op 'n aansienlike afstand van 'n spoorlyn gestasioneer of woonagtig is, kan, met die goedkeuring van die Direkteur, enige gerieflike spoorwegstasie wat sy werk- of woonplek regstreeks bedien, kies om sy reis daar te begin en sodanige reis eindig dan ook by sodanige stasie.

(3) 'n Konsessionaris kan, met die doel om 'n trein op 'n geriefliker tyd te haal of om ongerieflike treinverbinding uit te skakel, met die goedkeuring van die Direkteur, sy reis begin van 'n stasie af wat binne 'n redelike afstand is van die stasie wat sy werk- of woonplek bedien en sodanige reis eindig dan ook by sodanige stasie.

#### *Reise van eggenotes, kinders en ander afhanglikes van beamptes, pensioentrekkers en verpleegsters.*

64. Die reis van 'n konsessionaris wat die eggenote of kind is van 'n beamppte of pensioentrekker of wat iemand is in regulasië 69 genoem moet slegs begin van sodanige stasie af as dié van waar die verpleegster of beamppte of pensioentrekker, aan wie die konsessie toegestaan is, sy reis mag begin.

#### *Konsessies aan beamptes en verpleegsters in klimaats-toelaegebiede gestasioneer.*

65. (1) 'n Verpleegster of beamppte, wat permanent in 'n klimaatstoelaegebiede gestasioneer of woonagtig is, of die eggenote en kinders van sodanige beamppte, is een maal elke twee kalenderjare geregtig tot die uitreiking van 'n gratis spoorwegorder vir 'n heen-en-terugreis per spoor van die stasie af wat die werk- of woonplek van sodanige verpleegster of beamppte bedien, na plekke buite sodanige gebied maar nie verder as vyfhonderd myl van sodanige stasie af nie: Met dien verstande dat, waar die verpleegster of beamppte of eggenote of kinders van sodanige beamppte na 'n punt wil reis wat verder geleë is, 'n konsessie toegestaan kan word vir die verlenging van die reis.

(2) The concession contemplated in sub-regulation (1) shall not be additional to the concession referred to in regulation 61.

(3) Free rail warrants issued in terms of sub-regulation (1) shall be prominently endorsed "Issued in terms of regulation 65 of the Hospital Service Regulations".

*Concessions only Grantable in Respect of One Journey in Each Direction.*

66. A concession may only be granted in respect of one journey in each direction over any section of rail and no concessions may be granted in respect of a third or subsequent journey over the same section of rail during the tour.

*Combined Single- or Return or Circular Tour Journeys Covering Return to Starting Point by Rail, South African Airways, Road Motor Service or Steamship.*

67. (1) A concessionaire may include in his itinerary conveyance by South African Railways Transport Services and Rhodesian Railways Road Motor Services and/or South African Airways (within the boundaries of the Union of South Africa and South West Africa) and/or sea: Provided that the journey is continuous from and back to starting point: Provided further that subject to the provisions of item (i) of paragraph (c) of sub-regulation (1) of regulation 61, the concession shall only be granted in respect of the amount expended on railfare.

(2) The grant of a concession in respect of a journey contemplated in sub-regulation (1) shall be subject to the production of all the tickets for the whole journey.

*Concessions not Grantable in Respect of Journeys Undertaken by "De Luxe" Trains or "Luxury Bus" Tours.*

68. No concession shall be granted in respect of journeys undertaken by "de luxe" trains or "luxury bus" tours, in respect of which special charges are payable to the South African Railways and Harbours Administration.

*Grant of Concession in Special Cases.*

69. (1) The concession, subject to the approval of the Director and the provisions of these regulations, may be granted at the rate applicable to the nurse or officer applying for such concession in respect of—

- (a) the child of a white officer, where such child is seventeen years of age or over or the child of a non-white officer, where such child is fourteen years of age or over, and where such child is either pursuing educational studies or because of mental or bodily infirmity, is not earning his own living.
- (b) persons other than those for whom provision has already been made in these regulations, and who are resident with and solely dependent upon, a nurse or an officer;
- (c) the single journey of the newly married wife of an officer who has married at a place other than his place of employment or residence, from the station serving the place of marriage to such place of employment or residence: Provided that the journey for which provision is made in this paragraph, may embrace a circular tour undertaken at the same time, and which commences at the station serving the place of marriage and terminates at the station serving such place of employment or residence;
- (d) a nurse or officer, who has not completed a period of twelve months' continuous service in a temporary or permanent full-time capacity, where such nurse or officer is required, in the interests of the hospital service, to take leave before the completion of such period;
- (e) a nurse or officer upon retirement or retrenchment from the service of the Department, for the single journey from the station serving the place where he is stationed at the time of retirement or retrenchment, to the station serving the place where he will

(2) Die konsessie in subregulasie (1) beoog, is nie bo en behalwe die konsessie in regulasie 61 genoem nie.

(3) Gratis spoorwegorders uitgereik ingevolge subregulasie (1) moet duidelik geëndosseer word „Uitgereik ingevolge regulasie 65 van die Hospitaaldiensregulasies“.

*Konsessies kan slegs toegestaan word ten opsigte van een reis in elke rigting.*

66. 'n Konsessie kan slegs toegestaan word ten opsigte van een reis in elke rigting oor enige seksie van die spoor en geen konsessie mag toegestaan word ten opsigte van 'n derde of daaropvolgende reis oor dieselfde seksie van die spoor gedurende die rondreis nie.

*Gesamentlike enkel- of heen-en-terugreis of 'n rondreis per spoor, Suid-Afrikaanse Lugdiens, padmotordiens of stoomboot van en na die aanvangspunt.*

67. (1) 'n Konsessionaris kan in sy reisplan vervoer insluit deur Suid-Afrikaanse Spoorweë se Vervoerdienste en Rhodesiese Spoorweë se Padmotordienste en/of Suid-Afrikaanse Lugdiens (binne die grense van die Unie van Suid-Afrika en Suidwes-Afrika) en/of per see: Met dien verstande dat die reis deurlopend is van en na die aanvangspunt: Voorts met dien verstande dat, behoudens die bepalings van item (i) van paragraaf (c) van subregulasie (1) van regulasie 61, die konsessie slegs ten opsigte van die bedrag wat aan spoorgeld bestee is, toegestaan word.

(2) Die toestaan van 'n konsessie ten opsigte van 'n reis in subregulasie (1) beoog is onderworpe aan die indiening van al die kaartjies vir die hele reis.

*Geen konsessies word toegestaan ten opsigte van reise met „luukse"-treine of „luukse-bus"-toere nie.*

68. Geen konsessie word toegestaan ten opsigte van reise met „luukse"-treine of „luukse-bus" toere ten opsigte waarvan spesiale vorderings aan die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens betaalbaar is nie.

*Toestaan van konsessie in spesiale gevalle.*

69. (1) Die konsessie kan, met die goedkeuring van die Direkteur en ingevolge die bepalings van hierdie regulasies, teen die tarief van toepassing op die verpleegster of beampte wat om sodanige konsessie aansoek doen, toegestaan word ten opsigte van—

- (a) die kind van 'n blanke beampte waar so 'n kind sewentien jaar of ouer is of die kind van 'n nie-blanke beampte waar so 'n kind veertien jaar of ouer is en waar so 'n kind of onderwys ontvang of weens geestelike of liggaaamlike swakheid nie sy eie kos verdien nie;
- (b) persone, uitgesonderd dié vir wie alreeds in hierdie regulasies voorsiening gemaak is, wat by 'n verpleegster of beampte inwoon en uitsluitlik van hom of haar afhanklik is;
- (c) die enkelreis van die pasgetroude eggenote van 'n beampte wat getrou het op 'n plek wat nie sy werk- of woonplek is nie, van die stasie af wat die trouplek bedien na sodanige werk- of woonplek: Met dien verstande dat die reis waarvoor in hierdie paragraaf voorsiening gemaak word, 'n rondreis kan omvat wat terselfdertyd onderneem word en wat begin op die stasie wat die trouplek bedien en eindig op die stasie wat sodanige werk- of woonplek bedien;
- (d) 'n verpleegster of beampte wat nie 'n tydperk van twaalf maande se deurlopende diens in 'n tydelike of permanente voltydse hoedanigheid voltooi het nie en waar daar van sodanige verpleegster of beampte vereis word om in die belang van die hospitaaldiens verlof te neem voor die voltooiing van sodanige tydperk;
- (e) 'n verpleegster of beampte by aftreding of afdanking uit die diens van die Departement, vir die enkelreis van die stasie wat die plek bedien waar hy ten tyde van aftreding of afdanking gestasioneer is, na die stasie wat die plek bedien waar hy na

reside after retirement. The journey to be undertaken within three months of the date of retirement or retrenchment and the grant of the concession to be conditional upon the annual holiday concession not having already been availed of in the same calendar year and to rank as the nurses or officers annual holiday concession for the calendar year in question;

- (f) the widow and children of an officer who dies while in the service of the Department, for the single journey from the station serving the place where he was stationed at the time of his death to the station serving the place where his widow will reside in future. The journey to be undertaken within three months of the death of the officer and the grant of the concession to be conditional upon the annual holiday concession not having already been availed of in the same calendar year.

- (2) The concession provided for under paragraphs (e) and (f) of sub-regulation (1) may not be granted—  
 (a) if the provisions of regulation 101 are applicable; or  
 (b) in respect of journeys over the Rhodesian Railways and Caminhos de Ferro de Mocambique (Beira).

*Manner in which Application should be Made for Grant of Concession.*

70. A nurse, an officer or a pensioner who desires to avail himself of the concession shall—

- (a) purchase from the South African Railways and Harbours Administration any ticket in respect of which application for the concession is intended to be made;  
 (b) apply for a concession in writing in a form approved by the Director;  
 (c) give a written undertaking, in a form approved by the Director, that should a journey or portion thereof be not undertaken, he will hand the relative ticket to the superintendent or other person nominated by the Director.

*How Concession is Granted.*

71. The concession shall not be granted unless—

- (a) it has been approved in the manner prescribed by the Director; and  
 (b) in the case of a nurse or an officer, the nurse or officer has produced the ticket issued by the South African Railways and Harbours Administration to the person appointed for that purpose by the superintendent of the hospital in which such nurse or officer is employed and that person has endorsed the ticket and the form referred to in regulation 70 in the manner prescribed by the Director;  
 (c) in the case of a pensioner, the pensioner has produced the ticket issued by the South African Railways and Harbours Administration to the person nominated for that purpose by the Director and that person has endorsed the ticket and the form referred to in regulation 70 in the manner prescribed by the Director.

*Refund of Whole or Part of Concession.*

72. (1) Where a nurse, an officer or a pensioner has been granted a concession, and the journey appertaining thereto or portion thereof, is not performed, such nurse or officer shall submit such ticket to the superintendent of the hospital in which such nurse or officer is employed or, in the case of a pensioner, to the Director, and the superintendent or the Director, as the case may be, shall then apply to the South African Railways and Harbours Administration for a refund or part refund, as the case may be, in respect of such ticket.

aftreding sal woon. Die reis moet binne drie maande van die datum van aftreding of afdanking afgelê word en die konsessie word toegestaan op voorwaarde dat die jaarlikse vakansiekonsessie nie reeds gedurende dieselfde kalenderjaar gebruik is nie en tel as die verpleegster of beampete se jaarlikse vakansiekonsessie vir die betrokke kalenderjaar;

- (f) die weduwee en kinders van 'n beampete wat in die diens van die Departement sterf, vir die enkelreis van die stasie wat die plek bedien waar hy by sy afsterwe gestasioneer was na die stasie wat die plek bedien waar sy weduwee voortaan sal woon. Die reis moet binne drie maande van die oorlyde van die beampete afgelê word en die konsessie word toegestaan op voorwaarde dat die jaarlikse vakansiekonsessie nie reeds gedurende dieselfde kalenderjaar gebruik is nie.

(2) Die konsessie waaroor voorsiening ingevolge para-grawe (e) en (f) van subregulasie (1) gemaak is, mag nie toegestaan word nie—

- (a) wanneer die bepalings van regulasie 101 van toepassing is; of  
 (b) ten opsigte van reise op die Rhodesiese Spoorweë en Caminhos de Ferro de Mozambique (Beira).

*Wyse waarop aansoek om die toestaan van 'n konsessie gedaan moet word.*

70. 'n Verpleegster, 'n beampete of 'n pensioentrekker wat van die konsessie gebruik wil maak, moet—

- (a) van die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens enige reiskaartjie koop ten opsigte waarvan aansoek om die konsessie gedaan gaan word;  
 (b) skriftelik om 'n konsessie aansoek doen in 'n vorm deur die Direkteur goedgekeur;  
 (c) 'n skriftelike onderneming gee, in 'n vorm deur die Direkteur goedgekeur, dat hy die betrokke reiskaartjie aan die superintendent of ander persoon deur die Direkteur benoem sal oorhandig indien 'n reis of gedeelte daarvan nie onderneem word nie.

*Voorwaardes waarop konsessies toegestaan word.*

71. Die konsessie word nie toegestaan nie tensy—

- (a) dit goedgekeur is op die wyse deur die Direkteur voorgeskryf; en  
 (b) in die geval van 'n verpleegster of 'n beampete, die verpleegster of beampete die reiskaartjie deur die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens uitgereik, getoon het aan die persoon deur die superintendent van die hospitaal waarin sodanige verpleegster of beampete in diens is vir dié doel aangestel en dié persoon die reiskaartjie en die vorm in regulasie 70 genoem, geëndoseer het op die wyse deur die Direkteur voorgeskryf;  
 (c) in die geval van 'n pensioentrekker, die pensioentrekker die reiskaartjie deur die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens uitgereik, getoon het aan die persoon deur die Direkteur vir dié doel benoem en dié persoon die reiskaartjie en die vorm in regulasie 70 genoem, geëndoseer het op die wyse deur die Direkteur voorgeskryf.

*Terugbetaling van hele of deel van konsessie.*

72. (1) Waar 'n konsessie aan 'n verpleegster, 'n beampete of 'n pensioentrekker toegestaan is en die reis wat daarop betrekking het, of gedeelte daarvan, word nie onderneem nie, dien sodanige verpleegster of beampete sodanige reiskaartjie by die superintendent van die hospitaal waarin sodanige verpleegster of beampete in diens is, of in die geval van 'n pensioentrekker, by die Direkteur, in en die superintendent of die Direkteur, al na die geval, doen dan by die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens aansoek om 'n terugbetaling of gedeeltelike terugbetaling, al na die geval, ten opsigte van sodanige reiskaartjie.

(2) When the refund or part refund contemplated in sub-regulation (1) is received, the amount of the concession shall be deducted therefrom and the balance shall be paid to the nurse, officer or pensioner concerned.

*Grant of Concessions in the Case of Persons Appointed or Transferred from Government Departments, the South African Railways and Other Provincial Administrations.*

73. Where a person in the full-time employ of any Government Department, the South African Railways and Harbours Administration or any Provincial Administration, is appointed or transferred, without a break in service, to a post in which these regulations become applicable to him, such other service prior to such appointment or transfer to the hospital service, shall count as service for the purpose of these regulations: Provided that a concession shall not be granted for the calendar year during which such person was appointed or transferred to the hospital service, in respect of any person otherwise entitled thereto, or eligible therefor in terms of regulation 69, if such person in respect of such calendar year, was already the recipient of similar concession privileges during the course of such previous service of such person.

*Record of Concessions Granted.*

74. A record of the grant of concessions shall be maintained by the superintendent of a hospital in the manner prescribed by the Director.

*Certified Record of Previous Concessions Granted to be Furnished on Transfer of Nurse or Officer.*

75. When a nurse or officer is transferred from one hospital to another such hospital, the former shall furnish the latter with a certified record of all previous rail concessions granted in terms of these regulations to the transferred nurse or officer.

*Concession Granted in terms of Previous Regulations.*

76. A concession granted in terms of or under the provisions of the regulations published under Administrator's Notice No. 642 of the 29th August, 1958, shall remain of full force and effect and subject to the conditions imposed by such regulations.

*Miscellaneous Directions.*

77. A nurse, an officer or a pensioner shall not—

- (a) knowingly in the form of application for a concession furnish details which are incorrect or false; or
- (b) having been granted a concession apply directly to the South African Railways and Harbours Administration for a refund in respect of a ticket forming the subject of such concession; or
- (c) permit any person, not otherwise entitled thereto in terms of these regulations, to use a ticket in respect of which a concession has been granted; or
- (d) sell any ticket in respect of which a concession has been granted.

**CHAPTER V.**

**SUBSISTENCE ALLOWANCE.**

*Rates of Subsistence Allowance.*

78. (1) Subject to the provisions of regulation 79 and save where other special provision is made in this chapter, or unless accommodation or subsistence allowance is otherwise provided or paid by the Department, or where an officer or employee during his absence from his headquarters stays at his home, the Director may pay to an

(2) Wanneer die terugbetaling of gedeeltelike terugbetaling in regulasie (1) beoog, ontvang is, word die bedrag van die konsessie daarvan afgetrek en die saldo aan die betrokke verpleegster, beampte of pensioentrekker betaal.

*Toestaan van konsessies in die geval van persone in Staatsdepartemente, die Administrasie van die Suid-Afrikaanse Spoorweë en ander Provinciale Administrasies aangestel of vandaar oorgeplaas.*

73. Waar 'n persoon in die voltydse diens van enige Staatsdepartement, van die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens of van enige Provinciale Administrasie in 'n pos, waarin hierdie regulasies op hom van toepassing word, sonder enige diensonderbreking aangestel of daarheen oorgeplaas word, tel sodanige ander diens voor sodanige aanstelling in of oorplasing na die hospitaaldiens as diens vir die toepassing van hierdie regulasies: Met dien verstande dat 'n konsessie nie toegestaan word nie vir die kalenderjaar waarin sodanige persoon in die hospitaaldiens aangestel of daarheen oorgeplaas is, ten opsigte van iedereen wat andersins daartoe geregtig is of daarvoor in aanmerking kom ingevolge regulasie 69, indien sodanige persoon ten opsigte van sodanige kalenderjaar alreeds soortgelyke konsessievoordele ontvang het gedurende die loop van sodanige vorige diens van sodanige persoon.

*Register van konsessies toegestaan.*

74. 'n Register van konsessies toegestaan, word bygehoud deur die superintendent van 'n hospitaal op die wyse deur die Direkteur voorgeskryf.

*Gesertifiseerde register van vorige konsessies toegestaan moet by die oorplasing van verpleegsters of beamptes verstrek word.*

75. Wanneer 'n verpleegster of beampte van een hospitaal oorgeplaas word na 'n ander sodanige hospitaal, voorsien eersgenoemde laasgenoemde van 'n gesertifiseerde register van alle vorige spoorwegkonsessies ingevolge hierdie regulasies aan die oorgeplaaste verpleegster of beampte toegestaan.

*Konsessie toegestaan ingevolge vorige regulasies.*

76. 'n Konsessie toegestaan ingevolge die bepalings van die regulasies aangekondig by Administrateurskennisgewing No. 642 van 29 Augustus 1958, bly van volle krag en waarde en onderworpe aan die voorwaardes deur genoemde regulasies opgelo.

*Diverse opdragte.*

77. 'n Verpleegster, 'n beampte of 'n pensioentrekker mag nie—

- (a) opsetlik in die aansoekvorm om 'n konsessie besonderhede verstrek wat onjuis of vals is nie; of
- (b) nadat 'n konsessie toegestaan is, regstreeks by die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens aansoek doen om 'n terugbetaling ten opsigte van 'n reiskaartjie waaroor sodanige konsessie gaan nie; of
- (c) iemand wat andersins ingevolge hierdie regulasies nie daartoe geregtig is nie, toelaat om 'n reiskaartjie te gebruik ten opsigte waarvan 'n konsessie toegestaan is nie; of
- (d) 'n reiskaartjie ten opsigte waarvan 'n konsessie toegestaan is, verkoop nie.

**HOOFTUK V.**

**VERBLYFTOELAE.**

*Tariewe van verblyftoelae.*

78. (1) Behoudens die bepalings van regulasie 79 en uitgesonderd die omstandighede waarvoor in hierdie hoofstuk ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoelae van Departementsweë op 'n ander manier verskaf of betaal word, of waar 'n beampte of werknemer tydens sy afwesigheid van sy hoofkwartier by

officer or employee who is necessarily absent from his headquarters for a period of 24 hours or longer on official duty in the Union, in the territory, in Southern Rhodesia or in the protectorates, including the travelling time, subsistence allowance at the following rates:—

- (a) In the case of a white officer or employee if his annual salary or wage—
- (i) is higher than the maximum notch of the scale attaching to a post of principal cost controller in the administrative division: Not exceeding 35s. per day;
  - (ii) is equal to or higher than the minimum notch of the scale attaching to a post of clerk, grade A, in the administrative division but not higher than the maximum notch of the scale attaching to a post of principal cost controller in the administrative division: Not exceeding 31s. per day;
  - (iii) is equal to or higher than the minimum notch of the scale attaching to a post of clerk grade B in the clerical division but lower than the minimum notch of the scale attaching to a post of clerk, grade A, in the administrative division: Not exceeding 27s. per day;
  - (iv) is lower than the minimum notch of the scale attaching to a post of clerk grade B, in the clerical division: Not exceeding 23s. per day.
- (b) In the case of a non-white officer: Not exceeding 14s. per day.
- (c) In the case of a non-white employee: Not exceeding 7s. per day.
- (2) Save where other special provision is made in this chapter or unless accommodation or subsistence allowance is otherwise provided or paid by the Department, the Director may—
- (a) reimburse an officer or employee who is necessarily absent from his headquarters for less than 24 hours on official duty in the Union, in the territory, in Southern Rhodesia or in the protectorates, reasonable expenditure actually and necessarily incurred by him on accommodation; and
  - (b) pay to a white officer or employee who is necessarily absent from his normal place of work on official duty and in connection therewith remains further than three miles from such place of work and from his home during the meal-time, an amount not exceeding 3s. 6d. per day in respect of the defrayment of expenditure incurred by him on accommodation: Provided that the Director is satisfied that the officer or employee actually and necessarily incurred such expenditure.
- (3) The Director may pay to an officer or employee who is absent from his headquarters on official duty and who sojourns outside the Union, the territory, Southern Rhodesia and the protectorates in connection therewith, subsistence allowance or refund to him expenditure on accommodation at rates and in accordance with directions approved by the Administrator.

#### *Payment of Subsistence Allowances.*

79. (1) Save where other special provision is made in this chapter, the subsistence allowances mentioned in regulation 78 may be paid to an officer or employee during periods of absence from his headquarters, but for a continuous period not exceeding six calendar months in the same town or place. The time occupied by an officer's or employee's journey to and from his destination shall be disregarded for the purpose of the calculation of the period of six calendar months and, for the purposes of this sub-regulation, the continuity of any period of sojourn at the same town or place shall not be regarded as having been interrupted by an absence, for any reason whatsoever, of less than one calendar month.

sy huis tuisgaan, kan die Direkteur aan 'n beampte of werknemer wat vir 'n tydperk van 24 uur of langer noodwendig van sy hoofkwartier in ampelike diens in die Unie, in die gebied, in Suid-Rhodesië of in die protektorate afwesig is, insluitende die reistyd, verblyftoeleae teen die onderstaande tariewe betaal:—

- (a) In die geval van 'n blanke beampte of werknemer as sy jaarlikse salaris of loon—
- (i) hoër is as die maksimum kerf van die skaal verbonde aan 'n pos van eerste-kostekontroleur in die administratiewe afdeling: Hoogstens 35s. per dag;
  - (ii) gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerk, graad A, in die administratiewe afdeling maar nie hoër is nie as die maksimum kerf van die skaal verbonde aan 'n pos van eerste-kostekontroleur in die administratiewe afdeling: Hoogstens 31s. per dag;
  - (iii) gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerk, graad B, in die klerklike afdeling maar laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerk, graad A, in die administratiewe afdeling: Hoogstens 27s. per dag;
  - (iv) laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerk, graad B, in die klerklike afdeling: Hoogstens 23s. per dag.
- (b) In die geval van 'n nie-blanke beampte: Hoogstens 14s. per dag.
- (c) In die geval van 'n nie-blanke werknemer: Hoogstens 7s. per dag.
- (2) Uitgesonderd omstandighede waarvoor in hierdie hoofstuk ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoeleae van Departementswee op 'n ander manier verskaf of betaal word, kan die Direkteur—
- (a) aan 'n beampte of werknemer wat vir 'n tydperk van minder as 24 uur in die Unie, in die gebied, in Suid-Rhodesië of in die protektorate noodwendig van sy hoofkwartier in ampelike diens afwesig is, redelike uitgawes terugbetaal wat hy werklik en noodwendig aan herberg aangaan; en
  - (b) aan 'n blanke beampte of werknemer wat noodwendig in ampelike diens van sy gewone werkplek afwesig is en in verband daarmee verder as drie myl van sodanige werkplek en van sy tuiste gedurende die etenstyd vervoer, 'n bedrag van hoogstens 3s. 6d. per dag betaal, ter bestryding van uitgawes wat hy aan herberg aangaan: Met dien verstande dat die Direkteur oortuig is dat die beampte of werknemer werklik en noodwendig sodanige uitgawes aangegaan het.
- (3) Die Direkteur kan aan 'n beampte of werknemer wat in ampelike diens van sy hoofkwartier afwesig is en in verband daarmee buite die Unie, die gebied, Suid-Rhodesië en die protektorate vervoer, verblyftoeleae betaal of uitgawes aan herberg terugbetaal teen tariewe en volgens voorskrifte wat deur die Administrateur goedgekeur is.

#### *Betaling van verblyftoeleae.*

79. (1) Behoudens omstandighede waarvoor in hierdie hoofstuk ander spesiale voorsiening gemaak word, kan die in regulasie 78 bedoelde verblyftoeleae aan 'n beampte of werknemer betaal word gedurende tydperke van afwesigheid van sy hoofkwartier dog vir 'n deurlopende tydperk van hoogstens ses kalendermaande in dieselfde dorp of plek. Die tydsuur van 'n beampte of werknemer se reis na en van sy bestemming word nie by die berekening van die tydperk van ses kalendermaande in aanmerking geneem nie en vir die toepassing van hierdie subregulasie word dit nie geag dat die deurlopendheid van 'n tydperk van verblyf in dieselfde dorp of plek deur 'n afwesigheid, om watter rede ook al, van minder as een kalendermaand onderbreek word nie.

(2) In respect of every full hour in excess of 24 hours, or a multiple of 24 hours, the Director may pay to an officer or employee—

- (a) the subsistence allowance mentioned in sub-regulation (1) of regulation 78 at the following rates:—
  - (i) If the daily rate of subsistence allowance does not exceed 35s.: Not exceeding 1s. 6d. per hour.
  - (ii) If the daily rate of subsistence allowance does not exceed 31s.: Not exceeding 1s. 4d. per hour.
  - (iii) If the daily rate of subsistence allowance does not exceed 27s.: Not exceeding 1s. 2d. per hour.
  - (iv) If the daily rate of subsistence allowance does not exceed 23s.: Not exceeding 1s. per hour.
  - (v) If the daily rate of subsistence allowance does not exceed 14s.: Not exceeding 7d. per hour.
  - (vi) If the daily rate of subsistence allowance does not exceed 7s.: Not exceeding 3d. per hour;
- (b) the subsistence or special allowance prescribed in or in terms of the provisions of this chapter, excluding the subsistence allowance mentioned in paragraph (a), at the rate of one twenty-fourth of the daily rate of such allowance.

#### Air Journeys.

80. The Director may pay to an officer or employee who travels on official duty by air in or between the Union, the territory, Southern Rhodesia and the protectorates or within the territory or abroad, subsistence allowance as prescribed in or in terms of these regulations for the duration of such air journey; subsistence allowance is not payable in respect of other air journeys but the Director may reimburse an officer or employee the reasonable expenditure actually and necessarily incurred on accommodation during such journeys.

#### Voyages.

81. (1) Subject to the provisions of sub-regulation (2), subsistence allowance shall not be paid in respect of a period spent on board ship by an officer or employee and expenditure in respect of extras and liquor shall not be refunded to him.

(2) Notwithstanding the provisions of sub-regulation (1), the Director may refund to an officer or employee who undertakes a voyage on official duty, the reasonable expenditure actually incurred by him—

- (a) on accommodation and stewards' fees, exclusive of fees to wine stewards, in respect of a voyage—
  - (i) on the waterways of a continent;
  - (ii) between the continent of Europe and the United Kingdom or Ireland; or
  - (iii) between the United Kingdom and Ireland; and
- (b) on stewards' fees, exclusive of fees to wine stewards, in respect of a voyage other than a voyage mentioned in paragraph (a), on condition that the undermentioned amounts are not exceeded:—
  - (i) In respect of the officer or employee: £7. 10s. per voyage.
  - (ii) In respect of the officer or employee and members of his household who travel with him at provincial expense: £10 per voyage.
  - (iii) In respect of the officer or employee and members of his household who travel at provincial expense, but who do not travel with him due to circumstances beyond their control: £15 per voyage.
  - (iv) In respect of the officer or employee and members of his household who travel at provincial expense, but who do not travel with him of their own free will: £10 per voyage:

Provided that where members of the household of an officer or employee do not travel with him, such separate voyages shall be regarded as one voyage for the purposes of sub-paragraphs (iii) and (iv).

(2) Vir elke volle uur bo 24 uur, of 'n veelvoud van 24 uur, kan die Direkteur aan 'n beampete of werknemer—

- (a) die in subregulasie (1) van regulasie 78 bedoelde verblyftoeleae teen die onderstaande tariewe betaal:—

- (i) As die daagliks tarief van verblyftoeleae hoogstens 35s. is: Hoogstens 1s. 6d. per uur.
- (ii) As die daagliks tarief van verblyftoeleae hoogstens 31s. is: Hoogstens 1s. 4d. per uur.
- (iii) As die daagliks tarief van verblyftoeleae hoogstens 27s. is: Hoogstens 1s. 2d. per uur.
- (iv) As die daagliks tarief van verblyftoeleae hoogstens 23s. is: Hoogstens 1s. per uur.
- (v) As die daagliks tarief van verblyftoeleae hoogstens 14s. is: Hoogstens 7d. per uur.
- (vi) As die daagliks tarief van verblyftoeleae hoogstens 7s. is: Hoogstens 3d. per uur;

- (b) die verblyf- of spesiale toelease wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, uitgesonderd die in paragraaf (a) bedoelde verblyftoeleae, teen die koers van een vier-en-twintigste van die daagliks tarief van sodanige toelease betaal.

#### Lugreise.

80. Die Direkteur kan aan 'n beampete of werknemer wat in of tussen die Unie, die gebied, Suid-Rhodesië en die protektorate of binne die gebied of in die buiteland in amptelike diens per lug reis, verblyftoeleae vir die duur van sodanige lugreis betaal soos in of kragtens hierdie regulasies voorgeskryf is; ten opsigte van ander lugreise is verblyftoeleae nie betaalbaar nie, dog die Direkteur kan redelike uitgawes wat werklik en noodwendig aan herberg gedurende sodanige reise aangegaan word, aan 'n beampete of werknemer terugbetaal.

#### Skeepsreise.

81. (1) Behoudens die bepalings van subregulasie (2) word verblyftoeleae nie ten opsigte van 'n tydperk wat 'n beampete of werknemer aan boord skip deurbring, betaal nie en mag uitgawes ten opsigte van ekstras of drank nie terugbetaal word nie.

(2) Ondanks die bepalings van subregulasie (1) kan die Direkteur aan 'n beampete of werknemer wat in amptelike diens 'n skeepsreis onderneem, die redelike uitgawes terugbetaal wat hy werklik

- (a) aan herberg en hofmeestersfooie aangaan, uitgesonderd fooie aan drankkelners, ten opsigte van 'n skeepsreis—

- (i) op 'n waterweg van 'n vasteland;
- (ii) tussen die vasteland van Europa en die Verenigde Koninkryk of Ierland; of
- (iii) tussen die Verenigde Koninkryk en Ierland; en

- (b) aan hofmeestersfooie aangaan, uitgesonderd fooie aan drankkelners, ten opsigte van 'n ander as 'n in paragraaf (a) bedoelde skeepsreis, mits die onderstaande bedrae nie oorskry word nie:—

- (i) Ten opsigte van die beampete of werknemer: £7. 10s. per seereis.

- (ii) Ten opsigte van die beampete of werknemer en lede van sy huishouing wat op provinsiale koste saam met hom reis: £10 per seereis.

- (iii) Ten opsigte van die beampete of werknemer en lede van sy huishouing wat op provinsiale koste reis maar weens omstandighede buite hulle beheer nie met hom saamreis nie: £15 per seereis.

- (iv) Ten opsigte van die beampete of werknemer en lede van sy huishouing wat op provinsiale koste reis maar uit vrye beweging nie met hom saamreis nie: £10 per seereis.

Met dien verstande dat waar lede van die huishouing van 'n beampete of werknemer nie met hom saamreis nie, sodanige aparte reise vir die toepassing van subparagrawe (iii) en (iv) as een reis beskou moet word.

*Sojourn at a Provincial Institution.*

82. (1) If an officer or employee stays at a provincial institution during a period of absence from his headquarters on official duty, subsistence allowance shall not be paid to him in respect of the period of such sojourn; in lieu thereof—

(a) the charges normally levied by the institution in respect of visitors—

- (i) may be refunded by the Director to the officer or employee if he paid such charges; or
- (ii) be paid by the Director to the institution if the officer or employee did not pay such charges; and

(b) the Director may pay the officer or employee a special allowance of 2s. 6d. per day to cover incidental expenses:

Provided that if accommodation is partly provided by a private person or a member of the staff of the institution, the charges levied by the host may also be refunded to the officer or employee by the Director.

(2) The provisions of sub-regulation (1) shall not apply to an officer or employee who—

(a) stays at a provincial institution but is absent from his headquarters for a shorter period than 24 hours; or

(b) visits a provincial institution but receives no accommodation or partial accommodation from the institution,

in which case the provisions of regulation 78 apply.

*Inadequate Subsistence Allowance.*

83. If the subsistence or special allowance prescribed in or in terms of the provisions of this chapter is inadequate to cover the expenses which an officer or employee incurs over and above normal living expenses when he is absent from his headquarters on official duty, the Director may refund to the officer or employee the difference between the amount payable as subsistence or special allowance in respect of the whole continuous period of such officer's or employee's absence from his headquarters and the *reasonable* expenses actually and necessarily incurred by him on accommodation in respect of such period, on condition that—

(a) the Director is satisfied that the accommodation of which the officer or employee availed himself, is commensurate with his status as a hospital servant;

(b) the relative claim is supported by receipts or other vouchers, or where such are not available, a written statement;

(c) items not covered by the definition of "accommodation" in regulation 1, are excluded in calculating the amount which may be refunded;

(d) amounts admitted in respect of the hire of bedding on a train are limited to the cost of a bedding ticket obtainable at ticket and reservation offices—the cost of luxury bedding and special mattress shall not be allowed:

Provided that amounts which may be refunded in terms of the provisions of this regulation to an officer or employee who visits more than one country abroad during one journey, may be calculated in respect of the period of his sojourn in each separate country instead of the whole period of his absence from his headquarters: Provided further that the provisions of this regulation shall not apply to commuted subsistence allowance.

*Payment of Subsistence Allowance during Periods of Leave.*

84. (1) Subject to the provisions of sub-regulation (2), the subsistence or special allowance payable in or in terms of the provisions of this chapter, shall not be paid to an officer or employee during a period of leave, unless the Administrator approves such payment.

*Verblyf by 'n provinsiale inrigting.*

82. (1) As 'n beampete of werknemer gedurende 'n tydperk van awesigheid van sy hoofkwartier in amptelike diens by 'n provinsiale inrigting tuisgaan, mag verblyftoelae nie ten opsigte van die tydsduur van sy verblyf aldaar aan hom betaal word nie; in plaas daarvan kan—

(a) die Direkteur die gelde wat normaalweg ten opsigte van besoekers deur die inrigting vir herberg gehef word—

- (i) aan die beampete of werknemer terugbetaal indien hy sodanige gelde betaal het; of
- (ii) aan die inrigting betaal indien die beampete of werknemer sodanige gelde nie betaal het nie; en

(b) die Direkteur 'n spesiale toelae van 2s. 6d. per dag aan die beampete of werknemer betaal om bykomende uitgawes te dek:

Met dien verstande dat, indien herberg gedeeltelik deur 'n private persoon of 'n personeellid van die inrigting verskaf word, die gelde wat deur die gasheer gehef word, ook deur die Direkteur aan die beampete of werknemer terugbetaal kan word.

(2) Die bepalings van subregulasie (1) is nie van toepassing nie op 'n beampete of werknemer wat—

(a) by 'n provinsiale inrigting tuisgaan maar vir 'n korter tydperk as 24 uur van sy hoofkwartier awesig is; of

(b) 'n provinsiale inrigting besoek maar geen herberg of gedeeltelike herberg van die inrigting ontvang nie, in welke geval die bepalings van regulasie 78 van toepassing is.

*Ontoereikende verblyftoelae.*

83. As die verblyf- of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, ontoereikend is om die uitgawes te dek wat 'n beampete of werknemer benewens sy normale bestaansuitgawes moet aangaan wanneer hy in amptelike diens van sy hoofkwartier awesig is, kan die Direkteur die verskil tussen die bedrag wat aan verblyf of spesiale toelae betaalbaar is ten opsigte van die hele deurlopende tydperk van sodanige beampete of werknemer se awesigheid van sy hoofkwartier en die *redelike uitgawes* wat hy werklik en noodwendig aan herberg ten opsigte van sodanige tydperk aangaan, aan hom terugbetaal, op voorwaarde dat—

(a) die Direkteur oortuig is dat die herberg waarvan die beampete of werknemer gebruikgemaak het, by sy status as hospitaalampenaar pas;

(b) die betrokke eis deur kwitansies of ander bewysstukke, of, in gevalle waar sodanige bewyse nie beskikbaar is nie, 'n skriftelike verklaring gestaaf word;

(c) items wat nie deur die omskrywing van „herberg“ in regulasie 1 gedek word nie, uitgesluit word by die berekening van die bedrag wat terugbetaal kan word;

(d) bedrae wat toegelaat word ten opsigte van die huur van beddegoed op 'n trein, beperk word tot die koste van 'n beddegoedkaartjie wat by kaartjes- en plekbesprekingskantore verkrybaar is—die koste van luukse-beddegoed en spesiale matras is nie toelaatbaar nie:

Met dien verstande dat bedrae wat kragtens die bepalings van hierdie regulasie terugbetaal kan word aan 'n beampete of werknemer wat gedurende een reis meer as een oorsese land besoek, bereken kan word ten opsigte van die tydsduur van sy verblyf in elke afsonderlike land in plaas van die hele tydsduur van sy awesigheid van sy hoofkwartier: Voorts met dien verstande dat die bepalings van hierdie regulasie nie op omgesette verblyftoelae van toepassing is nie.

*Betaling van verblyftoelae gedurende tydperke van verlof.*

84. (1) Behoudens die bepalings van subregulasie (2), mag die verblyf- of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk betaal kan word, nie aan 'n beampete of werknemer gedurende 'n tydperk van verlof betaal word nie, tensy die Administrateur sodanige betaling goedkeur.

(2) Notwithstanding the provisions of sub-regulation (1)—

- (a) the subsistence or special allowance mentioned in sub-regulation (1) may be paid to an officer or employee in respect of a continuous period of sick leave not exceeding 14 days, including special sick leave granted in terms of regulation 39, provided the officer or employee does not return to his headquarters;
- (b) the commuted subsistence allowance mentioned in regulation 86 may be paid in respect of leave not exceeding 12 days in the aggregate, excluding sick leave, during a year ending on the 31st December.

#### *Payment of Subsistence Allowance on Appointment.*

85. Subsistence allowance shall not be paid to a person on his first appointment to the Department in respect of his journey to the place where he is to assume duty: Provided that the Director may pay subsistence allowance to a person who, immediately prior to such appointment, was in the full-time employment of any Government department, the South African Railways and Harbours Administration, and an educational institution under the control of the Department of Education, Arts and Science, the State Diggings, any Provincial Administration or a recognised university within the Union, in respect of himself and his household on the basis applicable to a transferred officer or employee in terms of Chapter VII.

#### *Commuted Subsistence Allowance.*

86. Notwithstanding anything to the contrary contained in this chapter, the Administrator may approve that the Director pay subsistence allowances, on a commuted basis to an officer or employee.

#### *Form for the Submission of Claims.*

87. Applications for the payment of the subsistence or special allowance prescribed in or in terms of the provisions of this chapter, excluding commuted subsistence allowance, shall be made in a form approved by the Director.

#### *Exceptional Cases.*

88. If circumstances arise which justify a departure from the provisions of this chapter, the Director may pay to an officer or employee or classes of officers or employees such subsistence or special allowance as the Administrator may approve.

## CHAPTER VI.

### OFFICIAL TRAVELLING AND TRANSPORT.

#### *Economy and Control.*

89. (1) All official journeys shall be approved by the Director who shall ensure that they are necessary and in the interests of the Department.

(2) (a) An officer or employee shall travel by the most economical means, as expeditiously as circumstances permit, and, subject to the provisions of regulation 91, by the shortest route.

(b) The reason for the non-observance of the provisions of paragraph (a) shall be furnished by the officer or employee in writing and the explanation attached to the form referred to in regulation 97.

(c) If an officer or employee has travelled in a manner involving greater expenditure on transport than was necessary, the Director shall limit the amount payable to him in reimbursement of his travelling costs to what it would have cost had he observed the requirements of paragraph (a); if the officer or employee has so travelled on an official warrant or by means of provincial transport, he shall refund the expenditure unnecessarily incurred.

(2) Ondanks die bepalings van subregulasie (1), kan—

- (a) die in subregulasie (1) bedoelde verblyf- of spesiale toelae aan 'n beampete of werknemer betaal word ten opsigte van 'n aaneenlopende tydperk van siekteverlof van hoogstens 14 dae, insluitende spesiale siekteverlof wat kragtens regulasie 39 toegestaan is, mits die beampete of werknemer nie na sy hoofkwartier terugkeer nie;
- (b) die in regulasie 86 bedoelde omgesette verblyftoelae betaal word ten opsigte van altesaam hoogstens 12 dae verlof, uitgesondert siekteverlof, gedurende 'n jaar eindigende op 31 Desember.

#### *Betaling van verblyftoelae by aanstelling.*

85. Verblyftoelae word nie aan 'n persoon by sy eerste aanstelling in die Departement ten opsigte van sy reis na die plek waar hy moet diens aanvaar, betaal nie: Met dien verstande dat die Direkteur aan 'n persoon wat onmiddellik voor sodanige aanstelling voortyds in diens was by enige Staatsdepartement, die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens, 'n onderwysinrigting onder beheer van die Departement van Onderwys, Kuns en Wetenskap, die Staatsdelwerye, enige Provinciale Administrasies of 'n erkende universiteit binne die Unie, verblyftoelae ten opsigte van hom en sy huishouding kan betaal op die grondslag wat op 'n oorgeplaaste beampete of werknemer kragtens Hoofstuk VII van toepassing is.

#### *Omgesette verblyftoelae.*

86. Ondanks andersluidende bepalings van hierdie hoofstuk kan die Administrateur goedkeur dat die Direkteur verblyftoelae op 'n omsettingsgrondslag aan 'n beampete of werknemer betaal.

#### *Vorm vir die indiening van eise.*

87. Aansoeke om die betaling van die verblyf- of spesiale toelae wat in of kragtens die bepalings van hierdie hoofstuk voorgeskryf is, uitgeslote omgesette verblyftoelae, moet gedoen word in 'n vorm wat deur die Direkteur goedgekeur is.

#### *Buitengewone gevalle.*

88. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Direkteur aan 'n beampete of werknemer of klasse beampetes van werkemers die verblyf- of spesiale toelae betaal wat die Administrateur goedkeur.

## HOOFSTUK VI.

### AMPTELIKE REISE EN VERVOER.

#### *Besuiniging en beheer.*

89. (1) Alle amptelike reise moet deur die Direkteur goedgekeur word wat sorg moet dra dat hulle noodsaklik en in die belang van die Departement is.

(2) (a) 'n Beampete of werknemer moet met die mees ekonomiese middele, met so min versuim as wat omstandighede toelaat en, behoudens die bepalings van regulasie 91 langs die kortste roete reis.

(b) Die rede vir die nie-nakoming van die bepalings van paragraaf (a) moet skriftelik deur die beampete of werknemer verstrek word en die uitleg moet aan die in regulasie 97 vermelde vorm geheg word.

(c) Indien 'n beampete of werknemer op 'n wyse gereis het wat groter vervoeruitgawes meegebring het as wat nodig was, moet die Direkteur die bedrag wat ter vereffening van sy reiskoste aan hom betaal kan word, beperk tot wat dit sou gekos het as hy die bepalings van paragraaf (a) nagekom het; as die beampete of werknemer aldus op 'n amptelike order of met 'n provinsiale vervoermiddel gereis het, moet hy die uitgawes wat onnodig aangegaan is, terugbetaal.

*Transport Expenses.*

90. Subject to the provisions of this chapter, the Director may reimburse an officer or employee who is required to travel on official duty, the cost of conveying himself and his necessary personal luggage, as well as reasonable expenditure incurred in connection with taxi hire (if Government, provincial or contract transport is not available), portage, landing or shipping fees and other incidental services.

*Means of Transport to be Used.*

91. (1) An officer or employee who is required to travel on official duty in the Union or in the territory, shall perform his journey by train or railway bus (including a luxury railway bus if a more economical means of transport is not available). If the journey cannot be performed by train or railway bus, the officer or employee shall travel by the cheapest public transport available. No official journey shall be performed by aeroplane unless the approval of the Administrator has been obtained.

(2) Subject to the provisions of regulation 89, official journeys to, from, between and in places outside the Union or the territory shall be undertaken by the cheapest public transport available, including transport by aeroplane.

(3) If an officer or employee is required to travel on duty, and public transport is not available or its use impracticable, he shall requisition on the superintendent, a Government garage or person having a transport contract with the Government, for such transport as may be necessary for the performance of the journey, or, if neither of these means of transport is available, make the best and most economical arrangements for the hire of the necessary transport.

(4) In an exceptional case the Director may authorise an officer or employee to perform an official journey by means of privately-owned transport if he is satisfied that the public interest will be better served, whether or not it is possible to perform the journey by means of Government, provincial, public or contract transport.

(5) Notwithstanding anything to the contrary contained in this regulation, an officer or employee may, at his own discretion, use his privately-owned motor transport to perform an official journey: Provided that he travels by such motor transport at his own risk in so far as this stipulation is not contrary to the provisions of the Workmen's Compensation Act, 1941, as amended.

*Class of Travel by Train or Boat.*

92. An officer or employee who is required to travel on official duty by train or boat may travel in the classes indicated hereunder:—

(a) By train in the Union, the territory, the protectorates, Northern and Southern Rhodesia and Mocambique:—

(i) A white officer: First class.

(ii) A white employee if his annual salary or wage—

is equal to or higher than the minimum notch of the scale attaching to a post of clerk, grade B, in the clerical division: First class;

is lower than the minimum notch of the scale attaching to a post of clerk grade B, in the clerical division: Second class if available, otherwise first class:

Provided that—

the Director may, at his discretion, approve that a female white employee may travel first class notwithstanding that her salary or wage is lower than the minimum notch of the scale attaching to a post of clerk, grade B, in the clerical division;

a person serving under contract may travel in the class prescribed for a comparable officer or employee, unless his service contract provides otherwise;

*Vervoeruitgawes.*

90. Behoudens die bepalings van hierdie hoofstuk, kan die Direkteur aan 'n beampte of werknemer van wie dit vereis word dat hy in amptelike diens moet reis, die onkoste verbonde aan die vervoer van hom en sy noodsaaklike persoonlike bagasie, asook redelike uitgawes wat in verband met huurmotors (as regerings-, provinsiale- of kontrakvervoer nie beskikbaar is nie), kruiersloon, inskeping en ontskeping en ander bykomende dienste aangegaan is, terugbetaal.

*Vervoermiddelle wat gebruik moet word.*

91. (1) 'n Beampte of werknemer wat in die Unie of in die gebied in amptelike diens moet reis, moet sy reis per trein of spoorwegbus (insluitende 'n luukse spoorwegbus as 'n goedkoper vervoerdiening nie beskikbaar is nie) afgelê. Indien die reis nie per trein of spoorwegbus afgelê kan word nie, moet die beampte of werknemer met die goedkoopste beskikbare openbare vervoermiddel reis. Geen amptelike reis mag per vliegtuig afgelê word nie tensy die goedkeuring van die Administrateur verkry is.

(2) Behoudens die bepalings van regulasie 89 moet amptelike reise, na, van, tussen en in plekke buite die Unie of die gebied met die goedkoopste beskikbare openbare vervoermiddelle, insluitende vervoer per vliegtuig, onderneem word.

(3) Indien van 'n beampte of werknemer gevrag word dat hy in diens moet reis en 'n openbare vervoermiddel nie beskikbaar is nie, of die gebruik daarvan onprakties is, moet hy by die superintendent, 'n regeringsgarage of 'n persoon wat 'n vervoerkontrak het met die Regering, 'n bestelling plaas vir sodanige vervoermiddel as wat vir die afgelê van die reis nodig is, of, waar geeneen van hierdie metodes van vervoer beskikbaar is nie, moet hy die beste en mees ekonomiese reëlings vir die huur van die nodige vervoermiddelle tref.

(4) In 'n buitengewone geval kan die Direkteur 'n beampte of werknemer magtig om 'n amptelike reis met private vervoer af te lê as hy oortuig is dat die openbare belang beter daardeur bevorder sal word, ongeag of dit moontlik is om die reis met regerings-, provinsiale-, openbare of kontrakvervoer af te lê.

(5) Ondanks andersluidende bepalings van hierdie regulasie, kan 'n beampte of werknemer, na goeddunke, sy private motorvervoer gebruik om 'n amptelike reis af te lê: Met dien verstande dat hy met sodanige motorvervoer op sy eie risiko reis vir sover hierdie bepaling nie strydig met die bepalings van die Ongevallewet, 1941, soos gewysig, is nie.

*Klas waarin per trein of boot gereis moet word.*

92. 'n Beampte of werknemer wat in amptelike diens per trein of boot moet reis, kan in die hieronder aangeduide klasse reis:—

(a) Per trein in die Unie, die gebied, die protektorate, Noord- en Suid-Rhodesië en Mosambiek:—

(i) 'n Blanke beampte: Eerste klas.

(ii) 'n Blanke werknemer as sy jaarlikse salaris of loon—

gelykaan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerk, graad B, in die klerklike afdeling: Eerste klas;

laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerk graad B, in die klerklike afdeling: Tweede klas indien beskikbaar, anders eerste klas:

Met dien verstande dat—

die Direkteur, na goeddunke, kan goedkeur dat 'n vroulike blanke werknemer eersteklas reis nie teenstaande dat haar salaris of loon laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerk graad B, in die klerklike afdeling;

'n persoon wat onder kontrak dien in die klas kan reis wat voorgeskryf is vir 'n vergelykbare beampte of werknemer, tensy sy dienskontrak anders bepaal.

- (iii) A non-white officer if his annual salary or wage—  
 is equal to or higher than the minimum notch of the scale attaching to a post of clerk grade B, in the clerical division: First class;  
 is lower than the minimum notch of the scale attaching to a post of clerk grade B, in the clerical division: Second class if available, otherwise first class.
- (iv) Non-white employee: Third class: Provided that the Director may allow a non-white employee to travel second-class if he is satisfied that the status of the employee concerned justifies travelling in this class.
- (b) By train in countries or territories other than those mentioned in paragraph (a): In the class considered by the Director to be in keeping with the officer's or employee's status with due regard to the class by which persons with a comparable status travel in the country or territory concerned.
- (c) By boat:—  
 A white officer or employee if his annual salary or wage—  
 is equal to or higher than the minimum notch of the scale attaching to a post of clerk grade B, in the clerical division: First class;  
 is lower than the minimum notch of the scale attaching to a post of clerk grade B, in the clerical division: Second class:  
 Provided that—  
 (i) if accommodation in a class on a boat is divided into various grades, the officer or employee shall travel in the cheapest accommodation in the class prescribed: Provided further that if the circumstances of a case so warrant, the Director may authorise an officer or employee to travel in a more expensive grade;  
 (ii) if an officer or employee for whom second-class travel by boat is prescribed, is required to travel by boat which has only first-class and cabin-class or first-class and tourist-class accommodation available, such officer or employee shall travel cabin-class or tourist-class, as the case may be: Provided further that if only first-class accommodation is available, the officer or employee may travel in the first class.
- (d) A junior officer or employee travelling on official duty with a senior officer or a high-ranking personage may be permitted, at the discretion of the Director, to travel in the same class as the senior officer or the personage.

*Provincial Transport.*

93. (1) If the Director is satisfied that the interests of the Department will be best served thereby, he may require an officer or employee whose duties necessitate frequent or regular travelling to utilise such provincial motor transport as may be deemed necessary for the efficient performance of his duties.

(2) An officer or employee who is required in terms of sub-regulation (1) to utilise provincial motor transport shall not be entitled to be provided with a driver at provincial expense.

(3) If an officer or employee who is required in terms of sub-regulation (1) to operate provincial motor transport, is not in possession of an appropriate driver's licence, the Director may provide him with the necessary tuition at provincial expense and may pay from provincial funds all examination and driver's licence fees, the cost of photographs which must be affixed to the licence and the fee for any medical examination required.

- (iii) 'n Nie-blanke beamppte as sy jaarlikse salaris of loon—  
 gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerk graad B, in die klerklike afdeling: Eerste klas;  
 laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerk graad B, in die klerklike afdeling: Tweede klas indien beskikbaar, anders eerste klas.
- (iv) Nie-blanke werknemers: Derde klas: Met dien verstande dat die Direkteur 'n nie-blanke werknemer kan toelaat om tweedeklas te reis as hy oortuig is dat die status van die betrokke werknemer 'n reis in hierdie klas regverdig.
- (b) Per trein in ander lande of gebiede as wat in paraaf (a) vermeld word: In die klas wat volgens die oordeel van die Direkteur by die beamppte of werknemer se status pas, met behoorlike inagneming van die klas waarin persone met vergelykbare status in die betrokke land of gebied reis.
- (c) Per boot:—  
 'n Blanke beamppte of werknemer as sy jaarlikse salaris of loon—  
 gelyk aan of hoër is as die minimum kerf van die skaal verbonde aan 'n pos van klerk graad B, in die klerklike afdeling: Eerste klas;  
 laer is as die minimum kerf van die skaal verbonde aan 'n pos van klerk graad B, in die klerklike afdeling: Tweede klas:
- Met dien verstande dat—  
 (i) indien akkommodasie in 'n klas op 'n boot in verskeie grade verdeel is, die beamppte of werknemer van die goedkoopste akkommodasie in die voorgeskrewe klas moet gebruik maak: Voorts met dien verstande dat as die omstandighede van 'n geval dit regverdig, die Direkteur die beamppte of werknemer kan magtig om in 'n duurder graad te reis;
- (ii) indien van 'n beamppte of werknemer, vir wie daar voorgeskryf is dat hy in die tweede klas per boot moet reis, vereis word dat hy met 'n boot moet reis wat slegs eersteklas- en kajuitklas- of eersteklas- en toeristeklasakkommodasie beskikbaar het, so 'n beamppte of werknemer in die kajuitklas of toeristeklas, na gelang van die geval, moet reis: Voorts met dien verstande dat indien slegs eersteklasakkommodasie beskikbaar is, die beamppte of werknemer in die eerste klas kan reis.
- (d) 'n Junior beamppte of werknemer wat saam met 'n hoërrangsbeamppte of hooggeplaaste persoon in ampelike diens reis, kan, na goedgunne van die Direkteur, toegelaat word om in dieselfde klas as die hoërrangsbeamppte of die persoon te reis.
- Provinsiale vervoer.*
93. (1) As die Direkteur oortuig is dat dit in belang van die Departement is, kan hy van 'n beamppte of werknemer wie se dienste dit noodsaaklik maak dat hy dikwels of gereeld reis, vereis dat hy van sodanige provinsiale motorvervoer as wat vir die doeltreffende verrigting van sy pligte nodig geag word, gebruik moet maak.
- (2) 'n Beamppte of werknemer van wie daar kragtens die bepalings van subregulasie (1) vereis word dat hy van provinsiale motorvervoer gebruik moet maak is nie daarop geregtig om op provinsiale koste van 'n motorbestuurder voorsien te word nie.
- (3) As 'n beamppte of werknemer van wie daar kragtens subregulasie (1) vereis word dat hy provinsiale motorvervoer moet bestuur, nie 'n gepaste bestuurderslisensie besit nie, kan die Direkteur hom op provinsiale koste van die nodige onderrig voorseen en alle eksamen- of bestuurderslisensiegelde, die koste van portrette wat aan die lisensie geheg moet word en die geldte vir enige vereiste geneeskundige ondersoek, uit provinsiale geldte betaal.

*Allowances for the Use of Privately-owned Transport.*

94. The Director may pay the following to an officer or employee who, in terms of the provisions of sub-regulation (4) or (5) of regulation 91, uses privately-owned transport for the performance of an official journey:—

- (a) In the case of motor transport utilised in terms of the provisions of sub-regulation (4) of regulation 91: Such mileage and passenger allowances as may be prescribed by the Administrator.
- (b) In the case of motor transport utilised in terms of the provisions of sub-regulation (5) of regulation 91: An amount equal to what it would have cost, at provincial rates, had the officer or employee and any official passengers who accompany him over the cheapest route—
  - (i) been furnished with rail warrants; and
  - (ii) made use of other public transport:
 Provided that expenditure on portage at railway stations and other incidental transport services shall not be taken into account for the purposes of this paragraph.
- (c) In the case of transport other than motor transport: Such allowances as the Administrator may approve.

*Commuted Transport Allowance.*

95. Notwithstanding anything to the contrary contained in this chapter, the Administrator may approve that the Director pay transport allowance on a commuted basis to an officer or employee.

*Payment of Commuted Transport Allowance during Periods of Leave and whilst the Officer or Employee Performs Duties not necessitating the Use of Transport.*

96. The payment to an officer or employee of a commuted transport allowance in terms of the provisions of regulation 95, shall be continued during the periods indicated hereunder, whilst he is on leave or is performing duties not necessitating the use of transport:—

- (a) In the case of motor transport: Fourteen days in the aggregate during a year ending on the 31st December.
- (b) In the case of transport other than that referred to in paragraph (a): Any period in respect of which the transport is placed at the disposal of the Department and whether or not it is used for official purposes.

*Form for the Submission of Claims.*

97. Claims for the reimbursement of transport expenses which may be paid in terms of the provisions of this chapter, excluding commuted transport allowance, shall be made in a form approved by the Director.

*Exceptional Cases.*

98. If circumstances arise which justify a departure from the provisions of this chapter, the Administrator may approve official travelling by such manner or means, or the payment of such compensation, expenses or allowances as the Director may recommend.

**CHAPTER VII.****TRANSFER EXPENDITURE AND TRANSPORT FACILITIES ON FIRST APPOINTMENT AND ON TERMINATION OF SERVICES AND DEATH.***Transfer of Officers and Employees.*

99. (1) (a) Subject to the provisions of this chapter an officer or employee may be transferred and he and his household and personal effects moved at provincial expense from one headquarters to another.

*Toelaes vir die gebruik van private vervoer.*

94. Die Direkteur kan aan 'n beampete of werknemer wat private vervoer kragtens die bepalings van subregulasie (4) of (5) van regulasie 91 gebruik om 'n amptelike reis af te lê, die volgende betaal:—

- (a) In die geval van motorvervoer wat kragtens die bepalings van subregulasie (4) van regulasie 91 gebruik word: Dié myl- en passasierstoelaes wat deur die Administrateur voorgeskryf is.
- (b) In die geval van motorvervoer wat kragtens die bepalings van subregulasie (5) van regulasie 91 gebruik word: 'n Bedrag gelyk aan wat dit sou gekos het, teen provinsiale tarief, as die beampete of werknemer en enige amptelike passasiers wat hom vergesel oor die goedkoopste roete—
  - (i) van spoorwegorders voorsien was; en
  - (ii) van ander openbare vervoermiddels gebruik gemaak het:
 Met dien verstande dat uitgawes aan kruiersloon by spoorwegstasies en ander toevallige vervoerdienste buite rekening gelaat moet word vir die toepassing van hierdie paragraaf.
- (c) In die geval van ander vervoermiddelle as motorvervoermiddelle: Dié toelaes wat die Administrateur goedkeur.

*Omgesette vervoertoelae.*

95. Ondanks andersluidende bepalings van hierdie hoofstuk, kan die Administrateur goedkeur dat die Direkteur vervoertoelae op 'n omsettingsgrondslag aan 'n beampete of werknemer betaal.

*Betaling van omgesette vervoertoelae gedurende tydperke van verlof en wanneer die beampete of werknemer pligte verrig waarby die gebruik van vervoer nie noodsaaklik is nie.*

96. Die betaling aan 'n beampete of werknemer van 'n omgesette vervoertoelae kragtens die bepalings van regulasie 95 word voortgesit gedurende die tydperke hieronder aangedui, terwyl hy met verlof is of pligte verrig waarby die gebruik van vervoer nie noodsaaklik is nie:—

- (a) In die geval van motorvervoer: 'n Totaal van veertien dae gedurende 'n jaar eindigende op 31 Desember.
- (b) In die geval van ander vervoer as dié in paragraaf (a) vermeld: Enige tydperk ten opsigte waarvan die vervoer tot die beskikking van die Departement gestel word, ongeag of dit vir amptelike diens gebruik word, al dan nie.

*Vorm vir die indiening van eise.*

97. Aansoeke om die vergoeding ten opsigte van vervoeruitgawes wat kragtens die bepalings van hierdie hoofstuk betaal kan word, uitgeslate omgesette vervoertoelae, moet gedoen word in 'n vorm wat deur die Direkteur goedgekeur is.

*Buitengewone gevalle.*

98. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Administrateur amptelike reise op dié wyse of met dié vervoermiddelle of die betaling van dié vergoeding, uitgawes of toelaes wat die Direkteur aanbeveel, goedkeur.

**HOOFSTUK VII.****OORPLASINGSKOSTE EN VERVOERVOORREGTE BY EERSTE AANSTELLING EN BY DIENSBEËINDIGING EN DIE DOOD.***Oorplasing van beampetes en werknemers.*

99. (1) (a) Behoudens die bepalings van hierdie hoofstuk kan 'n beampete of werknemer oorgeplaas en hy en sy huishouing en persoonlike besittings op provinsiale koste van een hoofkwartier na 'n ander vervoer word.

(b) If an officer or employee is transferred at his own request no expenditure in connection therewith shall be met from provincial funds, and any absence from duty as a result of such transfer shall be covered by the grant of leave in terms of Chapter II: Provided that the provisions of this paragraph shall not apply to an officer or employee if the Director is satisfied that such transfer—

- (i) is in the interests of the Department; or
- (ii) is necessary in the interests of the officer's or employee's health or that of his wife or child, including an adopted child, in which case the Director may, at his discretion, require the submission of a supporting medical certificate.

(2) If an officer or employee is transferred in terms of the provisions of paragraph (a) of sub-regulation (1), he shall be regarded as travelling on official duty and he may be—

- (a) granted the privileges prescribed in this chapter and in Chapter VI: Provided that members of such officer's or employee's household may be deemed to be official passengers for the purposes of paragraph (b) of regulation 94;
- (b) paid subsistence allowance in terms of the provisions of Chapter V.

(3) The following conditions shall be applicable to the removal from one headquarters to another of the household and personal effects of an officer or employee transferred in terms of the provisions of paragraph (a) of sub-regulation (1):—

- (a) The Director may pay to the officer or employee subsistence allowance at the full rate applicable to himself, in respect of each member of his household, who is twelve years old or older, and at half such rate in respect of each other member, for the periods necessarily spent in travelling from one headquarters to another except in regard to a servant in respect of whom the Director may refund reasonable living expenses actually and necessarily incurred.
- (b) (i) A member of the household, excluding a servant, may travel in the same class on the railways as that in which the officer or employee travels.
- (ii) A servant who is a white person may travel in the second class and a servant who is not a white person in the third class on the railways; a nurse-maid in charge of a baby in arms may, travel in the same class as the officer's or employee's household.
- (c) (i) Excess luggage not exceeding 450 lb. in weight (gross) may be transported by passenger train.
- (ii) Personal effects not exceeding 14,000 lb. in weight (gross) may be transported by goods train or the road motor service of the South African Railways or other public conveyance or provincial transport, from one headquarters to another and from the dwelling to the railway station and vice versa, and to and from a warehouse if the storage of the personal effects is authorised in terms of the provisions of paragraph (e): Provided that if conveyance by one of the said means of transport is impossible or impracticable or is more expensive, the Director may, at his discretion, approve the use of another means of transport. The prescribed weight includes the weight of vehicles.
- (d) The cost of packing (including the cost of packing-material) and unpacking of personal effects within the prescribed weight limit may be met from provincial funds.

(b) As 'n beampot of werknemer op eie versoek oorgeplaas word, mag geen uitgawe in verband daarvan uit provinsiale geldte gedek word nie en enige afwesigheid van diens as gevolg van sodanige oorplasing moet deur die toestaan van verlof kragtens Hoofstuk II gedek word: Met dien verstande dat die bepalings van hierdie paragraaf nie op 'n beampot of werknemer van toepassing is nie as die Direkteur oortuig is dat sodanige oorplasing—

- (i) in die belang van die Departement is; of
- (ii) noodsaaklik is in die belang van die gesondheid van die beampot of werknemer of van sy vrou of kind, insluitende 'n aangename kind, in welke geval die Direkteur, na goeddunke, kan vereis dat 'n stawende geneeskundige sertifikaat ingedien word.

(2) As 'n beampot of werknemer kragtens die bepalings van paragraaf (a) van subregulasie (1) oorgeplaas word, word geag dat hy in amptelike diens reis en kan aan hom—

- (a) die voorregte voorgeskryf in hierdie hoofstuk en in Hoofstuk VI toegestaan word: Met dien verstande dat lede van sodanige beampot of werknemer se huishouding geag kan word amptelike passasiers te wees vir die toepassing van paragraaf (b) van regulasie 94;
- (b) verblyftoele kragtens die bepalings van Hoofstuk V betaal word.

(3) Die onderstaande voorwaarde is van toepassing op die vervoer van een hoofkwartier na 'n ander van die huishouding en persoonlike besittings van 'n beampot of werknemer wat kragtens die bepalings van paragraaf (a) van subregulasie (1) oorgeplaas word:—

- (a) Die Direkteur kan aan die beampot of werknemer verblyftoele teen die volle tarief wat op hom van toepassing is, betaal ten opsigte van elke lid van sy huishouding wat twaalf jaar oud of ouer is, en teen die helfte van sodanige tarief ten opsigte van elke ander lid, vir die tydperke wat die reis van een hoofkwartier na 'n ander noodwendig in beslag neem, maar uitgesonderd die geval van 'n bediende ten opsigte van wie die Direkteur redelike bestaansuitgawes wat werklik en noodwendig aangegaan is, kan terugbetaal.
- (b) (i) 'n Lid van die huishouding, uitgesonderd 'n bediende, kan in dieselfde klas op die spoorweë reis as dié waarin die beampot of werknemer reis.
- (ii) 'n Bediende wat 'n blanke persoon is, kan tweedeklas en 'n bediende wat nie 'n blanke persoon is nie, derdeklas op die spoorweë reis; 'n kinderoppasser wat toesig oor 'n swigeling moet hou, kan egter in dieselfde klas as die beampot of werknemer se huishouding reis.
- (c) (i) Oorgewigbagasie tot hoogstens 450 lb. bruto gewig kan per passasierstrein vervoer word.
- (ii) Persoonlike besittings tot hoogstens 14,000 lb. bruto gewig kan met 'n goederetrein of die padmotordiens van die Suid-Afrikaanse Spoorweë of 'n ander openbare vervoermiddel of provinsiale vervoermiddel, van een hoofkwartier na 'n ander en van die woning na die spoorwegstasie, en omgekeerd, en na en van 'n pakhuis, as opbergung van die persoonlike besittings kragtens die bepalings van paragraaf (e) gemagtig is, vervoer word: Met dien verstande dat as vervoer met een van gemelde vervoermiddele nie moontlik of doenlik is nie, of duurder is, die Direkteur na goeddunke kan goedkeur dat 'n ander vervoermiddel gebruik word. Die voorgeskrewe gewig sluit die gewig van voertuie in.
- (d) Die verpakkingskoste (insluitende die koste van verpakkingsmateriaal) en uitpakkingskoste van persoonlike besittings binne die voorgeskrewe gewigsbeperking kan uit provinsiale geldte bestry word.

- (e) In an exceptional case the Director may approve that an officer's or employee's personal effects, within the prescribed weight limit, be warehoused at provincial expense for a period not exceeding six calendar months at either his old or his new headquarters.
- (f) Subject to such limitations and conditions as may be approved by the Administrator, the following expenses may be met from provincial funds:—
- (i) The cost of repairs to or replacement of personal effects damaged in transit.
  - (ii) The cost of disconnecting and connecting and altering electrical domestic appliances.
  - (iii) The cost involved in purchasing essential school books for a child or other dependant.
- (g) If a white officer or employee who occupied a house or flat, wholly or partly furnished by himself, at or in the vicinity of the headquarters from where he is transferred, stores his personal effects, including his furniture, or removes such effects to a house or flat at or in the vicinity of the headquarters to which he is transferred, the Director may pay to him an amount of twenty-five pounds in respect of depreciation of personal effects and to meet expenses arising from his transfer, other than those for which provision is made elsewhere in these regulations: Provided that the Director may, at his discretion, pay a lesser amount if he considers that the circumstances do not justify payment of an amount of twenty-five pounds.
- (4) The Director may refund to an officer or employee transferred in terms of the provisions of paragraph (a) of sub-regulation (1), the following:—
- (a) The amount actually and necessarily expended on rent or board and lodging and servants' wages at the original headquarters and forfeited in consequence of short notice of transfer, provided expenditure on rent or board and lodging and servants' wages is concurrently incurred at the headquarters to which the officer or employee is transferred.
  - (b) The amount actually and necessarily expended on board and lodging or hotel accommodation at the original headquarters for a period not exceeding seven days through the officer or employee being compelled to reside at a boarding-house or hotel while his furniture and effects are being packed or transported to his new headquarters.
  - (c) The amount actually and necessarily expended on board and lodging or hotel accommodation at the new headquarters through the officer or employee being compelled to reside in a boarding-house or hotel for a period not exceeding seven days while his furniture and effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat.
  - (d) (i) The difference between normal living expenses comprising rent, rates, water, light, fuel, food and servants' wages and the abnormal expenses actually and necessarily incurred by the officer or employee at his new headquarters through being compelled to reside in a boarding-house or hotel for a period of longer than seven days while his furniture and effects are being unpacked or transported from the old headquarters, or while he is in search of a house or flat: Provided that no claim for abnormal living expenses in respect of a period in excess of two calendar months shall be entertained.
  - (ii) Claims for the refund of abnormal living expenses shall be submitted in writing in a form approved by the Director.
- (e) In 'n uitsonderlike geval kan die Direkteur goedkeur dat 'n beampte of werknemer se persoonlike besittings binne die voorgeskrewe gewigsbeperking, vir 'n tydperk van hoogstens ses kalendermaande of by sy ou of sy nuwe hoofkwartier op provinsiale koste opberg word.
- (f) Behoudens sodanige beperkings en voorwaardes as wat deur die Administrateur goedgekeur word, kan die volgende uitgawes uit provinsiale geldte bestry word:—
- (i) Die koste van herstel of vervanging van persoonlike besittings wat in transito beskadig is.
  - (ii) Die koste van ontkoppeling en aankoppeling en verandering van elektriese huishoudelike toestelle.
  - (iii) Die koste verbonde aan die aankoop van noodsaaklike skoolboeke vir 'n kind of ander afhanglike.
- (g) As 'n blanke beampte of werknemer wat 'n huis of woonstel wat hy self ten volle of gedeeltelik gemeubileer het, by of in die omgewing van die hoofkwartier waarvandaan hy oorgeplaas word, bewoon het, sy persoonlike besittings, insluitende sy meubels, laat opberg of na 'n huis of woonstel by of in die omgewing van die hoofkwartier waarheen hy oorgeplaas word, verskuif, kan die Direkteur aan hom 'n bedrag van vyf-en-twintig pond betaal ten opsigte van waardevermindering van persoonlike besittings en ter dekking van uitgawes wat uit sy oorplasing voortspruit, uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak word: Met dien verstande dat die Direkteur, na goeddunke, 'n kleiner bedrag kan betaal indien die omstandighede na sy mening nie die betaling van 'n bedrag van vyf-en-twintig pond regverdig nie.
- (4) Die Direkteur kan die volgende aan 'n beampte of werknemer wat kragtens die bepalings van paragraaf (a) van subregulasie (1) oorgeplaas is, terugbetaal:—
- (a) Die bedrag wat werklik en noodwendig aan huur of losies en bediendeloon by die oorspronklike hoofkwartier uitgegee en verbeur is weens kort kennisgewing van oorplasing, mits daar ook uitgawes aan huur of losies en bediendeloon by die hoofkwartier waarheen die beampte of werknemer oorgeplaas is, gelykydig aangegaan word.
  - (b) Die bedrag wat werklik en noodwendig aan losies of hotelakkommodesie by die oorspronklike hoofkwartier vir hoogstens sewe dae uitgegee is deurdat die beampte of werknemer verplig is om in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings ingepak of na die nuwe hoofkwartier vervoer word.
  - (c) Die bedrag wat werklik en noodwendig aan losies of hotelakkommodesie by die nuwe hoofkwartier uitgegee is deurdat die beampte of werknemer verplig is om vir 'n tydperk van hoogstens sewe dae in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is.
  - (d) (i) Die verskil tussen die normale bestaansuitgawes bestaande uit huur, belastings, water, ligte, brandstof, voedsel en bediendeloon en die abnormale uitgawes werklik en noodwendig deur 'n beampte of werknemer by sy nuwe hoofkwartier aangegaan deurdat hy verplig is om vir 'n tydperk van langer as sewe dae in 'n losieshuis of hotel tuis te gaan terwyl sy meubels en besittings uitgepak of van die ou hoofkwartier vervoer word, of terwyl hy op soek na 'n huis of woonstel is: Met dien verstande dat geen eis vir abnormale bestaansuitgawes ten opsigte van 'n tydperk van langer as twee kalendermaande oorweeg word nie.
  - (ii) Eise om die terugbetaling van abnormale bestaansuitgawes moet skriftelik in 'n vorm wat deur die Direkteur goedgekeur is, ingedien word.

- (e) Expenditure necessarily incurred as a result of his transfer, in connection with the registration of one privately-owned motor vehicle.
- (f) Expenditure necessarily incurred as a result of his transfer, in connection with the replacement of number plates in respect of one privately-owned motor vehicle: Provided that the maximum amount is one pound per set of number plates.
- (g) Telephone rental on a pro rata basis in respect of the period during which he is unable to use the telephone as a result of his transfer: Provided that telephone rental which is recoverable from the postal services may not be refunded.

(5) (a) Written tenders shall be obtained for the packing and unpacking and loading and unloading of personal effects and the lowest tender shall be accepted: Provided that the Director may authorise the acceptance of a higher tender if he is satisfied that there are adequate reasons for the rejection of the lowest tender.

(b) Packing-material paid for from provincial funds shall be sold by public auction or sold to the officer or employee concerned or to another person at a price decided upon by the Director: Provided further that the Director may retain such packing-material for subsequent use by a transferred officer or employee.

(c) The conveyance of a motor vehicle at provincial expense is subject to the conditions that—

- (i) the Administration accepts no liability for loss of or damage to a motor vehicle while it is being conveyed; and
- (ii) it is transported by goods train at a tariff approved by the Administrator and that all incidental expenses connected with the loading and unloading of the vehicle be met by the officer or employee.

(6) The benefits prescribed in sub-regulations (3) and (4) shall apply only if the officer or employee transfers his household and personal effects within two calendar months from the date on which his transfer takes effect, unless, prior to the expiry of this period, he has obtained permission to defer the removal of his household and personal effects, which permission may be granted by the Director.

#### *Transport on First Appointment.*

100. (1) On conditions relating to means of transport and classes of travel similar to those prescribed in Chapter VI for officers and employees, the Director may approve that a person residing in the Union or in the territory, who is appointed to the Department, be granted free transport for himself from the place at which he is recruited to the place where he is instructed to assume duty. For the purposes of this sub-regulation transport includes conveyance by Government-provincial or contract transport at the place of recruitment as well as the place of appointment, or, if such transport is not available, conveyance by taxi between the residence and boarding or alighting point of the public means of transport with which the journey is undertaken.

(2) (a) Subject to the provisions of paragraph (b), the household and personal effects of a person mentioned in sub-regulation (1) may, with the approval of the Director, be conveyed at provincial expense from the place where the person is recruited to the place where he is instructed to assume duty, on the basis laid down for a transferred officer or employee in paragraph (a) of sub-regulation (1), paragraphs (b), (c) and (d) of sub-regulation (3) and sub-regulations 5 and 6 of regulation 99.

(b) If a person whose household and personal effects have been conveyed in terms of the provisions of paragraph (a), resigns or his services are terminated as a result of unsatisfactory service within six calendar months from the date of his assumption of duty, he shall refund the expenditure incurred in respect of his household and personal effects.

- (e) Uitgawes wat noodwendig as gevolg van sy oorplasing aangegaan is in verband met die herregistrasie van een private motorvoertuig.
  - (f) Uitgawes wat noodwendig as gevolg van sy oorplasing aangegaan is in verband niet die vervanging van nommerplate ten opsigte van een private motorvoertuig: Met dien verstande dat die maksimum bedrag een pond per stel nommerplate is.
  - (g) Telefoonhuur op 'n *pro rata*-grondslag ten opsigte van die tydperk waarvoor hy, as gevolg van sy oorplasing, nie die telefoon kan gebruik nie: Met dien verstande dat telefoonhuur wat op die poswese verhaalbaar is, nie aldus terugbetaal kan word nie.
- (5) (a) Skriftelike tenders moet verkry word vir die verpakking en uitpakking en laai en aflaai van persoonlike besittings, en die laagste tender moet aangeneem word: Met dien verstande dat die Direkteur die aanname van 'n hoër tender kan magtig as hy oortuig is dat daar voldoende redes vir die verwering van die laagste tender is.

(b) Verpakkingsmateriaal waarvoor uit provinsiale betaal is, moet per openbare veiling verkoop word, of aan die betrokke beampete of werkneemster of aan 'n ander persoon verkoop word teen 'n prys waartoe die Direkteur besluit: Met dien verstande dat die Direkteur sodanige verpakkingsmateriaal kan behou vir latere gebruik deur 'n oorgeplaaste beampete of werkneemster.

(c) Die vervoer van 'n motorvoertuig op provinsiale koste is onderworpe aan die voorwaardes dat—

(i) die Administrasie geen aanspreeklikheid aanvaar vir die verlies van of skade aan die motorvoertuig tydens die vervoer daarvan nie; en

(ii) dit per goederentrein vervoer word teen 'n koers wat deur die Administrateur goedgekeur is en dat alle bykomende uitgawes verbonde aan die laai en aflaai van die voertuig deur die beampete of werkneemster gedra word.

(6) Die voordele voorgeskryf in subregulasies (3) en (4) is slegs van toepassing as die beampete of werkneemster sy huishouding en persoonlike besittings binne twee kalendermaande van die datum af waarop sy oorplasing van krag word, ooplaas, tensy hy voor die verstryking van hierdie tydperk toestemming vir die uitstel van oorplasing van sy huishouding of persoonlike besittings verkry het, welke toestemming deur die Direkteur verleen kan word.

#### *Vervoer by eerste aanstelling.*

100. (1) Op voorwaardes betreffende vervoermiddels en reisklasse ooreenstemmende met dié wat vir beampetes en werkneemsters in Hoofstuk VI voorgeskryf is, kan die Direkteur goedkeur dat aan 'n persoon wat in die Unie of in die gebied woonagtig is en wat in die Departement aangestel word, kosteloze vervoer vir homself toegestaan word van die plek af waar hy gewerf is tot by die plek waar hy aangesê is om diens te aanvaar. Vir die toepassing van hierdie subregulasie sluit vervoer in vervoer per regerings-, provinsiale of kontrakvervoermiddele by sowel dié plek van werving as die plek van aanstelling of, as sodanige vervoer nie beskikbaar is nie, vervoer per huurmotor tussen die woning en die op- of afklimpunt van die openbare vervoermiddel waarmee die reis onderneem word.

(2) (a) Behoudens die bepalings van paragraaf (b) kan die huishouding en persoonlike besittings van 'n in subregulasie (1) bedoelde persoon, met die goedkeuring van die Direkteur op provinsiale koste vervoer word van die plek af waar die persoon gewerf is tot by die plek waar hy aangesê is om diens te aanvaar op die grondslag vir 'n oorgeplaaste beampete of werkneemster, vasgestel in paragraaf (a) van subregulasie (1), paragrawe (b), (c) en (d) van subregulasie (3) en subregulasies (5) en (6) van regulasie 99.

(b) As 'n persoon wie se huishouding en persoonlike besittings kragtens die bepalings van paragraaf (a) vervoer is, bedank of as sy dienste as gevolg van onbevredigende diens beëindig word binne ses kalendermaande van die datum van sy diensaangaarding af, moet hy die koste wat ten opsigte van sy huishouding en persoonlike besittings aangegaan is, terugbetaal.

(3) Unless the Administrator decides otherwise the provisions of sub-regulation (1) shall apply *mutatis mutandis* to a person who resides in or outside the Union and the territory, and who is appointed for a limited period on contract, or who resides outside the Union and the territory and who is appointed to the Department, provided he enters into a service contract in a form approved by the Administrator prior to his departure to take up the appointment.

#### *Transport Facilities on Termination of Services and Death.*

101. (1) (a) Subject to the provisions of sub-regulation (2) the Director may approve that—

- (i) an officer who is retired owing to the attainment of the pensionable age; and
- (ii) an officer or employee whose services terminate on grounds approved for the purpose of this regulation by the Administrator,

and who has completed not less than ten years' service, be granted conveyance at provincial expense for himself, his household and personal effects to a place in the Union or in the territory, where he wishes to reside, subject to such limitations and conditions as the Administrator may approve.

(b) The household and personal effects of an officer or employee who has completed not less than ten years' service in the Administration and who dies whilst in employment in the Department may be conveyed at provincial expense to any place in the Union or in the territory, subject to the provisions of paragraph (a) which shall apply *mutatis mutandis* to such conveyance.

(2) The provisions of sub-regulation (5) of regulation 91 shall apply *mutatis mutandis* to an officer or employee referred to in sub-regulation (1) or his household: Provided that members of the household of such officer or employee may be regarded as official passengers for the purposes of paragraph (b) of regulation 94.

#### *Exceptional Cases.*

102. If circumstances arise which justify a departure from the provisions of this chapter the Administrator may approve such conditions relating to transfer expenses and transport facilities on first appointment, and on termination of services and death as the Director may recommend.

### CHAPTER VIII.

#### OFFICIAL HOURS OF ATTENDANCE, ATTENDANCE REGISTERS, WORKING WEEKS AND OVERTIME REMUNERATION.

##### *Official Hours of Attendance.*

103. (1) Notwithstanding any provisions to the contrary contained in this chapter, the head of office may require an officer or employee to perform official duty on any day of the week or at any time during the day or night or to attend at his normal place of work or elsewhere for such duty.

(2) Subject to the provisions of paragraph (a) of sub-regulation (3), an officer or employee shall attend for duty on each working day at his place of work during such hours of attendance as the Director shall determine.

(3) The Director shall determine—

- (a) the meal break of an officer or employee or classes of officers or employees: Provided that a meal break falling within the official hours of attendance prescribed in terms of the provisions of this chapter, shall not be reckoned as official duty time for the completion of the working week; and
- (b) the times, within the official hours of attendance prescribed in terms of the provisions of this chapter, during which the public shall have access to any place of work under his control for the purpose of official business.

(3) Tensy die Administrateur anders besluit, is die bepalings van subregulasie (1) *mutatis mutandis* van toepassing op 'n persoon wat binne of buite die Unie en die gebied woonagtig is en wat vir 'n beperkte tydperk op kontrak aangestel word of wat buite die Unie en die gebied woonagtig is en wat in die Departement aangestel word, mits hy, voor sy vertrek om die aanstelling te aanvaar, 'n dienskontrak aangegaan het in 'n vorm deur die Administrateur goedgekeur.

#### *Vervoervoorregte by diensbeëindiging en die dood.*

101. (1) (a) Behoudens die bepalings van subregulasie (2), kan die Direkteur goedkeur dat—

- (i) aan 'n beampie wat weens bereiking van die pensioenleeftyd afgedank word; en
- (ii) aan 'n beampie of werknemer wie se dienste eindig op gronde wat vir die toepassing van hierdie regulasie deur die Administrateur goedgekeur is,

en wat minstens tien jaar diens voltooi het, vervoer vir hom, sy huishouing en persoonlike besittings na 'n plek in die Unie of in die gebied waar hy begerig is om te woon, op provinsiale koste toegestaan word, behoudens dié beperkings en voorwaardes wat die Administrateur goedkeur.

(b) Die huishouing en persoonlike besittings van 'n beampie of werknemer wat minstens tien jaar diens in die Administrasie voltooi het en wat te sterwe kom terwyl hy in diens van die Departement is, kan op provinsiale koste na enige plek in die Unie of in die gebied vervoer word, behoudens die bepalings van paragraaf (a) wat *mutatis mutandis* op sodanige vervoer van toepassing is.

(2) Die beplings van subregulasie (5) van regulasie 91 is *mutatis mutandis* van toepassing op 'n in subregulasie (1) bedoelde beampie of werknemer of sy huishouing: Met dien verstande dat lede van die huishouing van sodanige beampie of werknemer geag kan word amptelike passasiers te wees vir die toepassing van paragraaf (b) van regulasie 94.

#### *Buitengewone gevalle.*

102. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Administrateur dié voorwaardes betreffende oorplasingskoste en vervoervoorregte by eerste aanstelling en by diensbeëindiging en die dood goedkeur wat die Direkteur aanbeveel.

### HOOFTUK VIII

#### AMPTELIKE DIENSURE, BYWONINGSREGISTERS, WERKWEKE EN OORTYDBESOLDIGING.

##### *Amptelike diensure.*

103. (1) Ondanks enige andersluidende bepalings in hierdie hoofstuk vervat, kan die hoof van die kantoor van 'n beampie of werknemer vereis om op enige dag van die week of op enige tyd van die dag of die nag amptelike diens te verrig of om by sy normale werkplek of elders vir sodanige diens aanwesig te wees.

(2) Behoudens die bepalings van paragraaf (a) van subregulasie (3), moet 'n beampie of werknemer op elke werkdag gedurende sodanige amptelike diensure as wat die Direkteur bepaal by sy werkplek vir diens aanwesig wees.

(3) Die Direkteur bepaal—

(a) die etenspouse van 'n beampie of werknemer of klasse beampies of werknemers: Met dien verstande dat 'n etenspouse wat binne die amptelike diensure val wat kragtens die bepalings van hierdie hoofstuk voorgeskryf is, nie as amptelike dienstyd vir die voltooiing van die werkweek gereken word nie; en

(b) gedurende welke tye die publiek vir amptelike besighedsdoeleindes toegang sal hê tot enige werkplek onder sy beheer, binne die amptelike diensure kragtens die bepalings van hierdie hoofstuk voorgeskryf.

## (4) An officer or employee—

- (a) shall, during his official hours of attendance and periods of overtime duty, give his full attention to the duties entrusted to him; and
- (b) may not without the consent of the head of his office be absent from his office or place of work during his official hours of attendance or periods of overtime duty.

*Attendance Registers.*

104. (1) The head of each office shall be responsible for the observance by the staff under his control of the prescribed hours of attendance.

(2) An attendance register shall be kept in which an officer in the lower branch of the professional division, the clerical or general division or an employee shall personally record the time of his arrival at and departure from his place of work: Provided that the provisions of this sub-regulation shall not be applicable to—

- (a) an officer or employee if his salary is equal to or higher than the maximum notch of the scale applicable to a post of clerk grade B in the clerical division; and
- (b) an officer or employee who is serving under circumstances which, in the opinion of the Director, render the keeping of a record of his attendance as in this regulation provided impracticable or undesirable; in such event the Director shall make such other arrangements as he may consider adequate to ensure that the prescribed hours of attendance are observed.

(3) The attendance register shall be entrusted by the head of the office to the personal custody of an officer or employee whose duty it shall be to—

- (a) ensure that the attendance register is accessible to members of the staff for the purpose mentioned in sub-regulation (2) and then only during such limited periods at the commencement and conclusion of the day's duties as may be indicated by the head of the office;
- (b) ensure that only authentic recordings of arrival and departure are made by the officers and employees mentioned in sub-regulation (2);
- (c) examine the entries made in the attendance register and submit it daily for inspection by the head of the office or by an officer delegated for that purpose;
- (d) report any irregularity to the officer whose duty it is to inspect the record of attendance in terms of paragraph (c); and
- (e) ensure that recorded absences are covered by leave granted in terms of Chapter II.

*Working Weeks.*

105. (1) An officer or employee shall observe the following week:—

- (a) In the case of an officer in the higher branch of the professional division, the administrative or clerical division, excluding those officers mentioned in paragraph (d): 39 hours.
- (b) In the case of an officer in the lower branch of the professional division, excluding those officers mentioned in paragraph (d): 44 hours.
- (c) In the case of an officer in the general division, excluding those officers mentioned in paragraph (d): 48 hours.
- (d) In the case of a member of the nursing or dietetic staff:—

Matron: 46 hours' day duty and 50 hours' night duty.

Directress of Nursing Services, Inspectress of Nursing, Principal of Nursing College, Sister Tutor or Dietitian: 46 hours.

Other Nursing Staff: 48 hours' day duty and 50 hours' night duty.

## (4) 'n Beample of werknemer—

- (a) moet gedurende sy ampelike diensure en tydperke van oortyddiens sy volle-aandag wy aan die pligte wat aan hom toevertrou is; en
- (b) mag nie van sy kantoor of werkplek gedurende sy ampelike diensure en tydperke van oortyddiens sonder die toestemming van die hoof van sy kantoor afwesig wees nie.

*Bywoningsregisters.*

104. (1) Die hoof van elke kantoor is verantwoordelik vir die nakoming deur die personeel onder sy beheer van die voorgeskrewe ampelike diensure.

(2) 'n Bywoningsregister moet gehou word waarin 'n beample in die laer tak van die professionele afdeling, die klerklike of algemene afdeling of 'n werknemer persoonlik die tyd van sy aankoms by en vertrek van sy werkplek moet aanteken: Met dien verstande dat die voorstrikte van hierdie subregulasie nie van toepassing is nie op—

- (a) 'n beample of werknemer as sy salaris gelyk aan of hoër is as die maksimum kerf van die skaal verbondé aan 'n pos van klerk, graad B, in die klerklike afdeling; en
- (b) 'n beample of werknemer wat onder omstandighede dien wat, na die Direkteur se mening, die hou van 'n register van sy bywoning ingevolge hierdie regulasie onprakties of onwenslik maak; in sodanige geval moet die Direkteur dié ander reëlings tref wat hy geskik ag ten einde te verseker dat die voorgeskrewe ampelike diensure nagekom word.

(3) Die bywoningsregister moet deur die hoof van die kantoor toevertrou word aan die persoonlike toesig van 'n beample of werknemer wie se plig dit is om—

- (a) sorg te dra dat die bywoningsregister beskikbaar is vir lede van die personeel vir die doel in subregulasie (2) genoem en dan slegs gedurende sulke beperkte tye aan die begin en einde van die dagtaak as wat deur die hoof van die kantoor aangedui word;
- (b) sorg te dra dat slegs outentieke aantekenings van aankoms en vertrek gemaak word deur die beampies en werknemers in subregulasie (2) genoem;
- (c) die aantekenings in die bywoningsregister na te gaan en die register daagliks vir inspeksiedoeleindes voor te lê aan die hoof van die kantoor of aan 'n beample wat vir daardie doel aangewys is;
- (d) verslag te doen van enige onreëlmaturigheid aan die beample wie se plig dit kragtens paragraaf (c) is om die bywoningsregister te inspekteer; en
- (e) sorg te dra dat aangetekende gevalle van afwesigheid gedeck word deur verlof toegestaan kragtens Hoofstuk II.

*Werkweke.*

105. (1) 'n Beample of werknemer moet die volgende werkweek nakom:—

- (a) In die geval van 'n beample in die hoér tak van die professionele afdeling, die administratiewe of klerklike afdeling, uitgesonderd dié in paragraaf (d) bedoelde beampies: 39 uur.
- (b) In die geval van 'n beample in die laer tak van die professionele afdeling, uitgesonderd dié in paragraaf (d) bedoelde beampies: 44 uur.
- (c) In die geval van 'n beample in die algemene afdeling, uitgesonderd dié in paragraaf (d) bedoelde beampies: 48 uur.
- (d) In die geval van 'n lid van die verplegings- of dietkundige personeel:—

Matrone: 46 uur dagdiens en 50 uur nagdiens.

Direktrise van verplegingdienste, inspektrise van verpleging, hoof van verpleegsterskollege, susterdosent of dietkundige: 46 uur.

Ander verplegingspersoneel: 48 uur dagdiens en 50 uur nagdiens.

- (e) In the case of an employee who is paid at local rates of pay: 54 hours:

Provided that the Director may permit a member of the nursing or dietetic staff or an officer in the lower branch of the professional division or in the general division or an employee who is paid at local rates of pay, to observe a working week of not shorter duration than 39 hours: Provided further that an employee who is comparable with a particular class of officer shall observe the working week prescribed for such class of officer in terms of the provisions of this chapter, unless, in the case of an employee serving under contract, his service contract provides otherwise.

(2) (a) If an officer or employee, during the official hours of attendance prescribed for him in terms of the provisions of this chapter, is absent from duty as a result of leave granted in terms of Chapter II or as a result of other circumstances which are acceptable to the Director, he shall be regarded as having been on duty during such absence for the purpose of the completion of his working week.

(b) The official hours of attendance which have been prescribed for an officer or employee in respect of a particular day in terms of the provisions of this chapter and which—

- (i) fall on a public holiday, in the case of an officer or employee who does not normally work on such day; or
- (ii) in the case of an officer or employee who normally works on a public holiday, fall on such other day on which he may be relieved from duty in lieu thereof;

shall be reckoned for the purposes of the completion of his working week.

#### *Overtime Duty and Overtime Remuneration.*

106. (1) An officer or employee, when required by the head of the office, shall perform overtime duty, and overtime remuneration in respect of such overtime duty shall not be claimable as of right: Provided that the Administrator may approve that the Director pay to an officer or employee overtime remuneration in respect of overtime duty at the rates laid down in the Schedule to this regulation and on conditions recommended by the Director.

(2) In the calculation of the overtime duty performed by an officer or employee—

- (a) a period of overtime duty of shorter duration than quarter of an hour, which is continuous with the official hours of attendance prescribed for the officer or employee concerned in terms of the provisions of this chapter, shall be ignored;
- (b) a period of overtime duty of shorter duration than an hour, which is not continuous with the official hours of attendance prescribed for the officer or employee concerned in terms of the provisions of this chapter, shall be reckoned as one hour;
- (c) one hour shall be added to the period of overtime duty in respect of each case where an officer or employee is—

(i) notified of overtime duty; or  
(ii) notified that overtime duty of which he has been informed but for which he has not yet reported, has been cancelled,

later than 6 p.m. on the previous day or after the close of the period of service immediately preceding the period of overtime duty, whichever may be the later; and

- (d) the full period of overtime duty of which an officer or employee has been notified, to a maximum of two hours, shall be added to the extra duty in respect of overtime duty which has been cancelled but for which such officer or employee reported because he was not notified beforehand of the cancellation.

- (e) In die geval van 'n werknemer wat teen plaaslike tariewe betaal word: 54 uur:

Met dien verstande dat die Direkteur 'n lid van die verplegings- of dieetkundige personeel of 'n beampete in die laer tak van die professionele afdeling of in die algemene afdeling of 'n werknemer wat teen plaaslike tariewe betaal word, kan toelaat om 'n werkweek van minstens 39 uur na te kom: Voorts met dien verstande dat 'n werknemer wat vergelykbaar is met 'n bepaalde klas beampete die werkweek moet nakom, wat vir sodanige klas beampete kragtens die bepalings van hierdie hoofstuk voorgeskryf is, tensy, in die geval van 'n werknemer wat onder kontrak dien, sy dienskontrak anders bepaal.

(2) (a) Wanneer 'n beampete of werknemer gedurende die amptelike diensure wat kragtens die bepalings van hierdie hoofstuk vir hom voorgeskryf is, van diens afwesig is as gevolg van verlof toegestaan kragtens Hoofstuk II of weens ander omstandighede wat vir die Direkteur aanneemlik is, moet hy, vir doeleindes van die voltooiing van sy werkweek geag word gedurende sodanige afwesigheid in diens te gewees het.

(b) Die amptelike diensure wat ten opsigte van 'n bepaalde dag kragtens die bepalings van hierdie hoofstuk vir 'n beampete of werknemer voorgeskryf is en wat—

- (i) op 'n openbare feesdag val, in die geval van 'n beampete of werknemer wat nie normaalweg op sodanige dag werk nie; of
- (ii) op sodanige ander dag val as wat by normaalweg in plaas daarvan van diens vrygestel mag wees, in die geval van 'n beampete of werknemer wat normaalweg op 'n openbare feesdag werk,

moet ingerekend word vir doeleindes van die voltooiing van sy werkweek.

#### *Oortyddiens en oortydbesoldiging.*

106. (1) 'n Beampete of werknemer moet, wanneer die hoof van die kantoor dit van hom vereis, oortyddiens verrig en oortydbesoldiging ten opsigte van sodanige oortyddiens kan nie as 'n reg geëis word nie: Met dien verstande dat die Administrateur kan goedkeur dat die Direkteur oortydbesoldiging teen die tariewe uiteengesit in die Bylae by hierdie regulasie aan 'n beampete of werknemer ten opsigte van oortyddiens betaal op voorwaardes deur die Direkteur aanbeveel.

(2) By die berekening van die oortyddiens deur 'n beampete of werknemer verrig, moet—

- (a) 'n tydperk van oortyddiens, van korter as 'n kwartier, wat aaneenlopend is met die amptelike diensure wat vir die betrokke beampete of werknemer kragtens die bepalings van hierdie hoofstuk voorgeskryf is, buite rekening gelaat word;
- (b) 'n tydperk van oortyddiens, van korter as 'n uur, wat nie aaneenlopend is nie met die amptelike diensure wat vir die betrokke beampete of werknemer kragtens die bepalings van hierdie hoofstuk voorgeskryf is, as een uur gereken word;
- (c) een uur by die tydperk van oortyddiens gereken word ten opsigte van elke geval waar 'n beampete of werknemer later as 6 nm. op die vorige dag of na afsluiting van die dienstydperk wat die oortyddiens onmiddellik voorafgaan, watter ook al die laatste is—
  - (i) vir oortyddiens aangesê word; of
  - (ii) kennis gegee word dat oortyddiens waarvoor hy aangesê is maar waarvoor hy hom nog nie aangemeld het nie, gekanselleer is; en
- (d) die volle tydperk van oortyddiens waarvoor 'n beampete of werknemer aangesê is, tot 'n maksimum van twee uur, by die ekstra diens gereken word ten opsigte van oortyddiens wat gekanselleer is, maar waarvoor sodanige beampete of werknemer hom aangemeld het omdat hy nie vooraf van die kanselling in kennis gestel is nie.

(3) In the calculation of the aggregate overtime duty performed by an officer or employee during a period covered by a working week, and subject to the provisions of paragraph (b) of sub-regulation (2), portions of an hour—

- (a) of less than half an hour must be ignored;
- (b) of half an hour or longer must be reckoned as one hour.

(4) Overtime remuneration in respect of overtime duty performed during the night shall be calculated at the rates prescribed in the Schedule to this regulation for overtime on a Sunday: Provided that the provisions of this sub-regulation are not applicable to a member of the nursing staff or to an officer or employee falling in a class performing night duty as a condition of service.

(5) Subject to the provisions of sub-regulation (4), overtime remuneration shall not be paid at a rate which exceeds the maximum rate payable in terms of the Schedule to this regulation. Overtime remuneration shall also not be paid to an officer or employee on a scale the maximum notch of which is higher than the maximum notch of the scale applicable to a post of clerk grade B, in the clerical division, subject to the other provisions of this chapter.

(6) The Director may, at his discretion, reject a claim or portion of a claim for the payment of overtime remuneration.

#### SCHEDULE TO REGULATION 106.

##### RATES OF OVERTIME REMUNERATION.

Basic Salary or Wage (per Annum).	Hourly Rates in respect of Over- time Duty on a day other than a Sunday.		Hourly Rates in respect of Over- time Duty on a Sunday.	
	In the Case of an Officer or Employee with a Working Week of—		In the Case of an Officer or Employee with a Working Week of—	
	Up to 44 Hours.	Longer than 44 Hours.	Up to 44 Hours.	Longer than 44 Hours.
Up to £52.....	s. d.	s. d.	s. d.	s. d.
Over £52 to £60.....	0 7	0 6	0 8	0 7
Over £60 to £68.....	0 8	0 7	0 9	0 8
Over £68 to £76.....	0 9	0 8	0 10	0 9
Over £76 to £88.....	0 10	0 9	1 0	0 10
Over £88 to £100.....	1 0	0 10	1 2	1 0
Over £100 to £120.....	1 1	1 0	1 3	1 1
Over £120 to £140.....	1 4	1 2	1 6	1 4
Over £140 to £160.....	1 6	1 4	1 9	1 7
Over £160 to £180.....	1 9	1 6	2 1	1 9
Over £180 to £210.....	2 0	1 9	2 4	2 0
Over £210 to £240.....	2 4	2 0	2 8	2 4
Over £240 to £270.....	2 8	2 4	3 1	2 8
Over £270 to £300.....	3 0	2 7	3 5	3 0
Over £300 to £330.....	3 3	2 11	3 10	3 4
Over £330 to £360.....	3 7	3 2	4 3	3 8
Over £360 to £390.....	3 11	3 5	4 7	4 0
Over £390 to £420.....	4 3	3 9	5 0	4 4
Over £420 to £450.....	4 7	4 0	5 4	4 8
Over £450 to £500.....	4 11	4 4	5 9	5 0
Over £500 to £550.....	5 6	4 10	6 5	5 7
Over £550 to £600.....	6 0	5 3	7 0	6 2
Over £600 to £650.....	6 7	5 9	7 8	6 9
Over £650 to £700.....	7 1	6 3	8 4	7 3
Over £700 to £750.....	7 8	6 9	8 11	7 10
Over £750 to £800.....	8 3	7 2	9 7	8 5
Over £800.....	8 9	7 8	10 3	8 11
	9 0	7 11	10 7	9 3

##### Commututed Overtime Allowance.

107. Notwithstanding anything to the contrary contained in this chapter, the Administrator may approve that the Director pay to an officer or employee overtime remuneration on a commuted basis in respect of overtime duty.

(3) By die berekening van die totale oortyddiens wat 'n beampte of werknemer oor 'n tydperk wat deur 'n werkweek behels word, verrig het, en behoudens die bepalings van paragraaf (b) van subregulasie (2), moet gedeeltes van 'n uur van—

- (a) korter as 'n halfuur buite rekening gevat word;
- (b) 'n halfuur of langer as een uur gereken word.

(4) Oortydbesoldiging ten opsigte van oortyddiens wat gedurende die nag verrig is, moet bereken word teen die tariewe wat in die Bylae by hierdie regulasie voorgeskryf is ten opsigte van oortyddiens op 'n Sondag: Met dien verstande dat die bepalings van hierdie subregulasie nie van toepassing is nie op 'n lid van die verplegingspersoneel of op 'n beampte of werknemer wat in 'n klas val wat as 'n diensvoorraarde nagiends moet verrig.

(5) Behoudens die bepalings van subregulasie (4) word oortydbesoldiging nie betaal teen 'n tarief wat die maksimum betaalbare tariewe in die Bylae by hierdie regulasie voorgeskryf, oorskry nie. Oortydbesoldiging word ook nie aan 'n beampte of werknemer met 'n skaal waarvan die maksimum kerf hoëer is as die maksimum kerf van die skaal verbonden aan 'n pos van klerk graad B, in die klerklike afdeling, betaal nie, behoudens die ander bepalings van hierdie hoofstuk.

(6) Die Direkteur kan, na goeddunke, 'n eis of 'n gedeelte van 'n eis tot die betaling van oortydbesoldiging afkeur.

#### BYLAE BY REGULASIE 106.

##### TARIEWE VAN OORTYDBESOLDIGING.

Basiese salaris of loon (per jaar).	Uurlikse tariewe ten opsigte van oortyddiens op 'n ander dag as 'n Sondag.		Uurlikse tariewe ten opsigte van oortyddiens op 'n Sondag.	
	In die geval van 'n beampte of werknemer met 'n werkweek van—	Tot 44 uur.	In die geval van 'n beampte of werknemer met 'n werkweek van—	Tot 44 uur.
Tot £52.....	s. d.	s. d.	s. d.	s. d.
Over £52 tot £60.....	0 7	0 6	0 8	0 7
Over £60 tot £68.....	0 8	0 7	0 9	0 8
Over £68 tot £76.....	0 9	0 8	0 10	0 9
Over £76 tot £88.....	0 10	0 9	1 0	0 10
Over £88 tot £100.....	1 0	0 10	0 10	1 0
Over £100 tot £120.....	1 1	1 0	1 1	1 1
Over £120 tot £140.....	1 4	1 2	1 2	1 4
Over £140 tot £160.....	1 6	1 4	1 4	1 7
Over £160 tot £180.....	1 9	1 6	1 6	1 9
Over £180 tot £210.....	2 0	1 9	2 0	2 0
Over £210 tot £240.....	2 4	2 0	2 4	2 4
Over £240 tot £270.....	2 8	2 4	3 1	2 8
Over £270 tot £300.....	3 0	2 7	3 5	3 0
Over £300 tot £330.....	3 3	2 11	3 10	3 4
Over £330 tot £360.....	3 7	3 2	4 3	3 8
Over £360 tot £390.....	3 11	3 5	4 7	4 0
Over £390 tot £420.....	4 3	3 9	5 0	4 4
Over £420 tot £450.....	4 7	4 0	5 4	4 8
Over £450 tot £500.....	4 11	4 4	5 9	5 0
Over £500 tot £550.....	5 6	4 10	6 5	5 7
Over £550 tot £600.....	6 0	5 3	7 0	6 2
Over £600 tot £650.....	6 7	5 9	7 8	6 9
Over £650 tot £700.....	7 1	6 3	8 4	7 3
Over £700 tot £750.....	7 8	6 9	8 11	7 10
Over £750 tot £800.....	8 3	7 2	9 7	8 5
Over £800.....	8 9	7 8	10 3	8 11
	9 0	7 11	10 7	9 3

##### Omgesette oortydtoelae.

107. Ondanks andersluidende bepalings van hierdie hoofstuk kan die Administrateur goedkeur dat die Directeur oortydbesoldiging op 'n omsettingsgrondslag aan 'n beampte of werknemer ten opsigte van oortyddiens betaal.

*Exceptional Cases.*

108. In the event of circumstances arising which justify a departure from the provisions of this chapter, the Director may require an officer or employee or classes of officers or employees to observe such working weeks as the Director may approve or the Administrator may approve that the Director pay overtime remuneration in respect of overtime duty to an officer or employee or classes of officers or employees at a rate and on other conditions recommended by the Director. The Director may also, at his discretion, prescribe special conditions and exceptions in regard to the keeping of attendance registers and the recording of an officer's or employee's time of arrival at and departure from his place of work.

**CHAPTER IX.****OCCUPATION OF OFFICIAL QUARTERS.***To Whom Applicable.*

109. The regulations of this chapter shall apply to all officers and employees so long as they hold offices or posts in respect of which official quarters have been provided, but nothing herein shall be construed as imposing on an officer or employee any obligation in respect of premises occupied by him immediately prior to the coming into operation of these regulations if such obligation was not then imposed upon him, but as soon as an officer or employee on or after the coming into operation of these regulations occupies other premises which are official quarters the regulations in this part shall apply to him in respect of such other premises: Provided that the provisions of this chapter of the regulations shall not be applicable to officers and employees, who, in addition to quarters, are provided with board at a composite charge.

*Provision of Furniture.*

110. Furniture for official quarters will not be provided by the Administration but the Administration may in special cases to be determined by it, provide a stove, bath, roller blinds and fixed shelving in pantry and kitchen.

*Liability for Rent of Quarters.*

111. (1) An officer or employee shall from the date of his assumption of duty be liable for rent for any official quarters provided in respect of his office or post: Provided that such quarters are in a reasonably habitable condition and available for his occupation.

(2) Rent shall be paid in terms of regulation 112 except in cases where an officer or employee is, in terms of his appointment, entitled to free quarters.

*Assessment of Rent—Method.*

112. (1) (a) The annual rent to be charged in respect of the occupation of official quarters shall be seven and one-half *per centum* ( $7\frac{1}{2}\%$ ) of the value of the buildings and grounds, as assessed by the Director: Provided that no officer or employee shall be liable to pay as rent a greater amount than is represented by twelve and one-half *per centum* ( $12\frac{1}{2}\%$ ) of his salary.

(b) In all cases there shall be a reassessment of the rent whenever improvements have been effected which enhance the value of the buildings.

(2) For the purposes of this regulation "salary" means the annual pay of an officer or employee and includes allowances of the nature of salary and local allowance but does not include allowances granted to cover out-of-pocket expenses such as travelling and subsistence allowances.

(3) Rent will not be held to include the free provision of the supply of water, sanitary and rubbish removal services, electric light or gas supply. Where the charge for water and sanitary and rubbish removal services is included in any general or assessment rate the proportion thereof payable by the tenant shall be assessed by the Director.

*Buitengewone gevalle.*

108. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Direkteur van 'n beampotie van klasse beampoties van werknemers vereis om dié werkweke na te kom wat hy goedkeur of kan die Administrateur goedkeur dat die Direkteur oortydbesoldiging ten opsigte van oortyddiens aan 'n beampotie van werknemers of klasse beampoties van werknemers betaal teen 'n tarief en ander voorwaardes deur die Direkteur aanbeveel. Die Direkteur kan ook, na goeddunke, spesiale voorwaardes en uitsonderings goedkeur met betrekking tot die hou van bywoningregisters en die aantekening van 'n beampotie van werknemer se tyd van aankoms by en vertrek van sy werkplek.

**HOOFSTUK IX.****BEWONING VAN AMPTELIKE WONINGS.***Op wie van toepassing.*

109. Die regulasies van hierdie hoofstuk is toepaslik op alle beampoties en werknemers solank as hulle ampte of poste beklee in verband waarmee amptelike wonings toegeken is; dog niks hierin vervat mag op so 'n manier uitgelê word dat daardeur op 'n beampotie of werknemer enige verpligting gelê word ten opsigte van 'n gebou wat hy bewoon het onmiddellik voor die inwerkingtreding van hierdie regulasies as so 'n verpligting destyds nie op hom gerus het nie; maar sodra 'n beampotie of werknemer, op of na die inwerkingtreding van hierdie regulasies 'n ander gebou bewoon wat 'n amptelike woning is, is die regulasies van hierdie hoofstuk van toepassing op hom ten opsigte van sodanige ander gebou: Met dien verstande dat die bepalings van hierdie hoofstuk van die regulasies nie van toepassing is nie op beampoties en werknemers wat bo en behalwe kwartiere, ook voorsien word van losies teen 'n saamgestelde tarief.

*Verskaffing van meubels.*

110. Meubels vir amptelike wonings word nie deur die Administrasie verskaf nie; dog die Administrasie kan, volgens eie bepaling, in spesiale gevalle voorsiening maak vir 'n kookstoof, bad, rolgordyne en rakopslag in spens en kombuis.

*Aanspreeklikheid vir huur van woning.*

111. (1) Van die dag af dat 'n beampotie of werknemer in diens tree, is hy aanspreeklik vir die huur van enige amptelike woning aan hom ten opsigte van sy amp of pos verskaf, mits sodanige woning in redelike bewoonbare toestand en vir sy gebruik beskikbaar is.

(2) Huur word betaal ooreenkomsdig regulasie 112 behalwe in gevalle waar 'n beampotie of werknemer kragtens sy aanstellingsooreenkoms geregtig is op vry woning.

*Huurprys—Hoe dit bepaal word.*

112. (1) (a) Die jaarlikse huur wat gevra word vir besetting van 'n amptelike woning, bedra sewe en 'n half persent ( $7\frac{1}{2}\%$ ) van die geboue en gronde se waarde soos bepaal deur die Direkteur: Met dien verstande dat geen beampotie of werknemer vir meer huurgeld aanspreeklik is as wat twaalf en 'n half persent ( $12\frac{1}{2}\%$ ) van sy salaris bedra.

(b) In alle gevalle word die huurgeld opnuut getakseer so dikwels as wat die geboue waardevermeerderende verbeteringe ondergaan het.

(2) Vir die toepassing van hierdie regulasie beteken „salaris“ die jaarlikse besoldiging van 'n beampotie of werknemer, insluitende toelaes in die vorm van salaris en plaaslike toelaes, dog uitsluitende toelaes tot dekking van sakuitgawes soos reis- en verblyftoelaes.

(3) Huur word nie beskou as insluitende vrye verskaffing van water, sanitêre- en vuilgoedverwyderingsdienste, elektriese lig of gas nie. Waar koste vir water en sanitêre en vuilgoedverwyderingsdienste ingesluit is in enige algemene- of eiendomsbelasting, word die deel daarvan wat die huurder moet betaal, deur die Direkteur bepaal.

*Collection of Rent.*

113. There shall be deducted from the salary of every officer or employee the amount payable as rent under these regulations and also, where necessary, on a monthly basis the amount of any charges payable by him in terms of sub-regulation (3) of regulation 112.

*Occupation of Quarters by Deceased Officer's Dependents*

114. In the event of the death of an officer or employee, his widow or other dependents shall be entitled to continue in occupation of the official quarters free of rent until the end of the month following that in which his death occurred but subject always to compliance with the provisions of these regulations.

*Liability for Rent when Absent on Duty or Leave or Failure to Occupy.*

115. (1) Where official quarters are in a reasonably habitable condition failure to occupy them shall not absolve an officer or employee from payment of rent or the performance of the other obligations of occupation.

(2) Where the official quarters are occupied by a *locum tenens*, rent calculated in accordance with the provisions of regulation 112 shall be paid by him.

(3) If, through absence on leave or duty exceeding thirty days, an officer or employee is unable to occupy his official quarters and they are not required for a *locum tenens* he may be permitted to sublet the same, subject to the approval of the Director, both as regards the tenant and the terms of his occupancy; in such case it shall be within the discretion of the Director to fix the rent irrespective of the provisions contained in regulation 112 and to decide what proportion of the rent shall be paid into revenue and what proportion may be retained by the officer or employee as fair compensation for the use of any furniture belonging to him and included in the letting.

*Conditions of Occupation.*

116. (1) The officer or employee occupying official quarters shall pay on the due dates and, if required, furnish evidence of having done so—

- (a) any rate levied on a tenant or occupier;
  - (b) any rate or charge levied for water, sanitary and rubbish removal services whether such rate or charge is levied on the tenant or the landlord;
  - (c) any charges for the supply of gas or electric light.
- (2) Where the rate or charge is a joint one, the Director shall assess the proportion to be paid by the tenant.
- (3) The officer or employee shall be responsible for—
- (a) all window glass during his tenancy;
  - (b) all keys received by him;
  - (c) internal repairs and maintenance of the house and equipment other than for ordinary wear and tear;
  - (d) maintenance and keeping clean and in order of the grounds, courts and gardens including watering and weeding of gardens and pruning of trees and hedges;
  - (e) maintaining in good repair all equipment in the house, such as stoves, electric or gas lamps and electric bells;
  - (f) the ordinary maintenance of any windmill pump in the grounds; except that when in the opinion of the Director it is necessary for the Administration to undertake such maintenance, a charge of five shillings per mensem shall be recovered from the officer or employee.

- (4) The Administration shall be responsible for—
- (a) external repairs to the buildings and repairs to the fences put up by it, as also for ordinary wear and tear repairs internally;
  - (b) water and sanitary connections and taps;
  - (c) installation of gas or electric light where such is approved.

*Huurinvordering.*

113. Van elke beamppte of werkneemer se salaris word die huurgeld wat ooreenkomstig hierdie regulasies verskuldig is afgetrek, asook waar nodig, op 'n maandelikse grondslag, die bedrag van enigerlei koste deur hom verskuldig ooreenkomstig subregulasie (3) van regulasie 112.

*Bewoning van 'n woning deur die afhanglikes van 'n oorlede beamppte.*

114. As 'n beamppte of werkneemer sterwe, mag sy weduwee of ander afbanklikes nog in die amptelike woning woon sonder om huur te betaal, tot die end van die maand wat volg op die sterfgeval, dog altyd behoudens die bepalings van hierdie regulasies.

*Aanspreeklikheid vir huur wanneer afwesig in diens of met verlof of as nie ingetrek word nie.*

115. (1) As 'n amptelike woning in 'n redelike bewoonbare toestand is en dit word nie deur die betreffende beamppte of werkneemer beset nie, word hy nie vrygestel van huurbetaling of nakoming van ander bewoningsverpligte nie.

(2) As die amptelike woning bewoon word deur 'n plaasvervanger, moet hy huur betaal volgens 'n berekening ooreenstemmende met die bepalings van regulasie 112.

(3) As 'n beamppte of werkneemer, weens afwesigheid met verlof of in diens van meer as dertig dae, nie sy amptelike kwartiere kan bewoon nie en hulle ook nie vir 'n plaasvervanger nodig is nie, mag hy toegelaat word om sy amptelike woning aan iemand anders te verhuur; onderworpe aan die goedkeuring van die Direkteur, sowel wat huurder as huurvoorwaardes betref; in so 'n geval mag die Direkteur, na goedvinde, die huurbedrag vasstel, nienteenstaande die bepalings van regulasie 112, en mag hy ook vasstel watter deel van die huur op inkomste gestort en watter deel deur die beamppte of werkneemer behou mag word as billike vergoeding vir die gebruik van eie meubels wat saam verhuur is.

*Bewoningsvoorraarde.*

116. (1) Die beamppte of werkneemer wat 'n amptelike woning bewoon moet op betaaldae betaal (en indien daarom versoek, moet hy bewys dat hy sulks gedoen het)—

- (a) enige belasting wat 'n huurder of bewoner verskuldig is;
  - (b) enige belasting of betaling wat ingevorder word vir water, sanitêre en vuilgoedverwyderingsdienste, onverskillig of sodanige belasting of betaling van die huurder of huisbaas ingevorder word;
  - (c) geldie wat verskuldig is vir gas of elektriese lig.
- (2) As érens gesamentlike betaling geskied, bepaal die Direkteur hoeveel daarvan die huurder moet betaal.
- (3) Die beamppte of werkneemer is verantwoordelik vir—
- (a) alle vensterglas so lank as hy huurder is;
  - (b) alle sleutels wat hy ontvang het;
  - (c) binnehuis-reparasies en onderhou van huis en uitrusting, vir ander dinge as gewone slytasie;
  - (d) onderhou, skoonhou en in orde hou van die gronde, agterplase en tuine, insluitende natlei van tuine, onkruiduitroeijing en snoei van bome en heinings;
  - (e) die hou van alle artikels van huisuitrusting soos kookstowe, elektriese of gaslampe, en elektriese belle, in 'n goeie staat van reparasie;
  - (f) die gewone onderhou van enige windmeulpomp op die gronde, behalwe dat wanneer dit na die oordeel van die Direkteur nodig is dat die Administrasie sodanige onderhou moet onderneem, 'n bedrag van 5s. maandeliks van die beamppte of werkneemer gevorder moet word.

- (4) Die Administrasie is verantwoordelik vir—

- (a) uitwendige reparasies aan die geboue en aan die omheinings deur hom aangebring, asook vir gewone binnehuis-slytasie;
- (b) aansluitinge vir water en sanitêre diens en krane;
- (c) aanlê van gas of elektriese lig, waar goedgekeur.

(5) When official quarters are vacated the outgoing tenant shall hand over to his successor or to the superintendent or other responsible officer as may be the most convenient, the quarters and keys thereof and shall point out in writing and make good all breakages, or deficiencies in glass, keys, or in any other part of the equipment or interior of the buildings. The successor, superintendent or other officer, as the case may be, shall also check the conditions of the quarters and equipment and shall supply the incoming tenant with a copy of the note made by the outgoing tenant in regard to breakages and deficiencies. The tenant taking over, unless he points out to the Director in writing within seven days of his entry any breakages or deficiencies, will be held to have received the premises in order.

(6) No alteration shall be made to the premises and no trees, shrubs or plants shall be cut down or removed without the consent of the Director.

(7) The official quarters shall not be utilised in any way as a source of income or be sub-let except as provided by these regulations.

(8) If an officer or employee is absent on leave or duty for a period of longer than thirty days and the official quarters are required for a *locum tenens*, it shall be the duty of the former to remove and store his furniture at his own expense unless he can come to an arrangement with the *locum tenens* whereby the furniture may be either stored in a portion of the quarters or used by the *locum tenens*.

(9) The Administration shall not be responsible for any loss or damage to the tenant's furniture or other effects which may be caused by fire or otherwise while in the official quarters.

(10) Wherever furniture has been supplied the tenant shall take care of such furniture and forward to the superintendent a full inventory on vacation.

#### *Exceptional Cases.*

117. If circumstances arise which justify a departure from the provisions of this chapter, the Administrator may authorise the occupation of official quarters on such terms as he may approve.

(5) By ontruiming van 'n amptelike woning moet die vertrekende huurder aan sy opvolger of aan die superintendent of aan 'n ander verantwoordelike beampete, wat ook al die gerieflikste is, die geboue en sleutels daarvan oorhandig en skriftelik alles aandui wat gebreek is of iets wat makeer met betrekking tot glas, sleutels, of ander uitrustingsartikels of die inwendige van die geboue, en daarvoor vergoeding doen. Ook moet die opvolger, superintendent of ander beampete, al na die geval, die opgaaf ontrent die geboue en uitrusting kontroleer en die nuwe huurder 'n afskrif ter hand stel van die betreffende aantekeninge deur die vertrekende huurder gemaak ten aansien van gebreekte goed en mankemente. Daar sal aangeneem word dat die nuwe huurder die geboue in goeie order oorgeneem het, tensy hy binne sewe dae na sy intrek die Direkteur skriftelik in kennis stel van gebreekte goed of mankemente.

(6) Sonder die toestemming van die Direkteur mag daar niks aan die huis en erf verander word en geen bome, struiken of plante omgekap of verwyder word nie.

(7) Behalwe soos in hierdie regulasies bepaal, mag amptelike wonings op geen manier benut word as bron van inkomste, of aan iemand anders verhuur word nie.

(8) As 'n beampete of werknemer vir langer as dertig dae met verlof of in diens afwesig is en die amptelike woning nodig is vir 'n plaasvervanger, moet eersgenoemde sy meubels wegnek en opbêre op eie koste, tensy hy 'n ooreenkoms kan tref met die plaasvervanger, waardeur die meubels of opgebêre kan word in 'n deel van die geboue of deur die plaasvervanger in gebruik geneem word.

(9) Die Administrasie is nie verantwoordelik vir verlies of beskadiging van die huurder se meubels of ander besittings nie, veroorsaak deur brand of iets anders, solank dit in die amptelike woning is.

(10) As meubels verskaf is, moet die huurder goed daarvoor sorg en, as hy weggaan, 'n volledige inventaris daarvan stuur aan die superintendent.

#### *Buitengewone gevalle.*

117. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie hoofstuk regverdig, kan die Administrateur magtiging verleen tot bewoning van 'n amptelike woning op sodanige voorwaardes as wat hy goedkeur.



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