

## **Annual Leave**

**705.** (a) Annual leave shall be granted as follows :-

- (i) Category A: 18 working days.
- (ii) Categories B, C & D: 21 working days.
- (b) Annual leave which has been earned may be taken through arrangement with the Permanent Secretary or Head of Department or an Officer authorized by him during the leave year.
- (c) Officers may be allowed to carry over up to a maximum of ten working days leave entitlement from one leave year to the next.
- (d) Annual leave shall normally be taken when due. The Permanent Secretary or Head of Department shall ensure scheduling of leave to avoid bulging of leave entitlements at any time of the year. This will be done by leave entitlements being assessed and taken on becoming due in accordance with General Orders 700 (b).
- (e) Any Officer who has his annual leave deferred either at his own request or by management for a period not to exceed six (6) months shall not be granted any additional leave nor shall forfeit any leave from his leave entitlement.

## **Long Service Leave**

**706.** In addition to annual leave as prescribed above Officers shall be granted long service leave as follows:-

(a) Categories A-D

- (i) On completion of 12 continuous years service: 30 consecutive days
- (ii) On completion of 15 continuous years service: 42 consecutive days
- (iii) On completion of 20 continuous years service: 56 consecutive days
- (iv) On completion of 25 continuous years service: 84 consecutive days
- (v) On completion of 30 continuous years service: 112 consecutive days
- (b) Long service leave shall normally be taken together with an Officer's annual leave due on completion of the Officer's leave year. But in exceptional cases or in case of retirement it may be granted before the end of the Officer's leave year. Long service leave should be regarded as non-leave earning for annual leave purposes.
- (c) An Officer who has taken long service leave in his 12th, 15th, 20th or 25th year of service shall be entitled to be granted the difference between the long service