

FOR OFFICIAL USE ONLY

Not to be communicated to anyone outside H.M. Service

ADMIRALTY FLEET ORDERS

CIVILIAN NON-INDUSTRIAL STAFFS

(A) EASTER HOLIDAYS, 1943

(B) ANNUAL LEAVE, 1943

ADMIRALTY, S.W.1,

8th April, 1943.

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

By Command of their Lordships,

H. V. Markham

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

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

1640.—Easter Holidays, 1943—Arrangements for Non-industrial Staffs

(C.E. 52803/43.—8.4.1943.)

The following arrangements will apply :—

Good Friday, 23rd April, will be treated as an ordinary working day. Persons eligible for overtime pay will be dealt with under the Sunday attendance rules but without the grant of time off in lieu. Those ineligible for overtime pay will not be granted a day off in lieu of attendance on Good Friday.

Easter Monday, 26th April, will be a Public Holiday. *Saturday, 24th April*, will (as announced in A.F.O. 100/43 as amended by A.F.O. 1511/43) be a closed day and members of the civilian non-industrial staff will be accorded a privilege holiday on that day. In Scotland the corresponding day will be the Spring Holiday as usually observed.

Any person who may be required for service reasons to attend on both or either of those days should be granted time off in lieu of attendance wherever practicable (time off in lieu of attendance on Saturday, 24th April,

being given on a later Saturday); but where time off cannot be granted, no additional payment should be made. Part-timers may be given the Saturday off, but individuals should not be paid or given any additional holiday if they would not have been in attendance on that day.

2. In view of the restrictions imposed on passenger train services during the Easter period, it is necessary to restrict travel during that period to a minimum, and leave which involves the use of other than local rail travel between Thursday, 22nd April, and Tuesday, 27th April, both days inclusive, should not normally be granted. In the case of evacuated staffs and those employed on prolonged detached duty, etc., the use of free or partly free rail travel passes for journeys during the period mentioned should not be allowed. These restrictions will not preclude the grant of leave which involves travelling on compassionate grounds, e.g. where the person is summoned home because of the serious illness of a near relative.

3. Members of departmental A.R.P. or Home Guard units who attend their office solely for A.R.P. or Home Guard purposes during the holiday may, wherever practicable, be given equivalent time off in lieu in respect of hours of duty inside their normal working hours. The ordinary subsistence arrangements prescribed respectively for A.R.P. and Home Guard duties performed outside working hours, will apply.

(A.F.Os. 100/43 and 1511/43.)

1641.—Annual Leave in 1943—Civilian Non-industrial Staffs

(C.E. 52803/43.—8.4.1943.)

Subject to the needs of the work and to the development of any special emergencies, the annual leave of civilian non-industrial staffs will, as in 1942, be limited to two weeks. This leave may be granted in one spell or, if it is more convenient, it may be taken in, for example, two separate periods of one week.

2. In addition, separate days' leave up to a maximum of four may be allowed during the year. None of these days should be taken consecutively with the two weeks' leave, except in special cases, e.g. where a member of the staff is travelling a considerable distance on leave.

3. The total leave allowed must in no case exceed the amount for which a member of the staff is normally eligible. All leave is liable to be cancelled and staffs will be subject to immediate recall. The general arrangements governing the leave of part-time clerical, etc., staff, laid down in paragraphs 7 and 8 of A.F.O. 1725/42, should continue to be applied, but subject to these general rules, part-time employees aged 18 or over may be given the four separate days of annual leave allowed to full-time employees.

4. Officers who are engaged on "resident" inspection duties in outside industry should not normally be given leave in excess of that given to non-industrial staff in private employment in the same establishment.

5. It is the intention of His Majesty's Government that during 1943 members of the Civil Service shall, like workers in industry, be given eight days at the usual public holidays. In England and Wales these days will be Easter Monday (26th April) and Saturday (24th April), Whit Monday (14th June) and Saturday (12th June), August Bank Holiday (2nd August) and Saturday (31st July), Christmas Day (25th December) and Monday (27th December). In Scotland corresponding arrangements will be applied at each of the holidays customarily observed in the Spring, Summer and Autumn and at the New Year, 1944; and similar arrangements will apply to officers serving in Northern Ireland. More detailed instructions will, however, be issued on the occasion of the holidays concerned.

(A.F.O. 1725/42.)