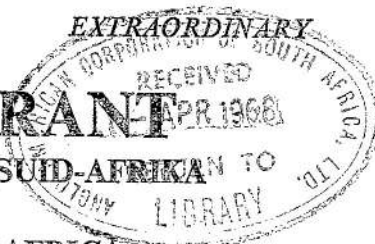


BUITENGEWONE



STAATSKOERANT
VAN DIE REPUBLIEK VAN SUID-AFRIKA
REPUBLIC OF SOUTH AFRICA
GOVERNMENT GAZETTE



REGULASIEKOERANT No. 933

As 'n Nuisblad by die Poskantoor Geregistreer

PRYS 10c PRICE
OORSEE 15c OVERSEAS
POSVRY—POST FREE

REGULATION GAZETTE No. 933

Registered at the Post Office as a Newspaper

VOL. 33.]

PRETORIA, 29 MAART 1968.
29 MARCH

[No. 2028.

GOEWERMENTSKENNISGEWING.

DEPARTEMENT VAN VERVOER.

SUID-AFRIKAANSE PADVEILIGHEIDSRAAD.

No. R. 520. 29 Maart 1968.

REGULASIES UITGEVAARDIG INGEVOLGE DIE WET OP DIE SUID-AFRIKAANSE PADVEILIGHEIDSRAAD, 1960 (WET No. 1 VAN 1960).

Hierby word vir algemene inligting bekendgemaak dat Sy Edele die Minister van Vervoer kragtens die bevoegdheid hom verleen by artikel 22 van die Wet op die Suid-Afrikaanse Padveiligheidsraad, 1960 (Wet No. 1 van 1960), die volgende regulasies uitgevaardig het:—

SUID-AFRIKAANSE PADVEILIGHEIDSRAAD.

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GOVERNMENT NOTICE.

DEPARTMENT OF TRANSPORT.

SOUTH AFRICAN ROAD SAFETY COUNCIL.

No. R. 520. 29 March 1968.

REGULATIONS PROMULGATED IN TERMS OF THE SOUTH AFRICAN ROAD SAFETY COUNCIL ACT, 1960 (ACT No. 1 OF 1960).

It is hereby notified for general information that the Honourable the Minister of Transport under the powers vested in him by section 22 of the South African Road Safety Council Act, 1960 (Act No. 1 of 1960), has made the following regulations:—

SOUTH AFRICAN ROAD SAFETY COUNCIL.

SERVICE REGULATIONS.

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*Regulation
No.*

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4. Date of coming into operation of the regulations.

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*Nommer van
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DEEL I. ALGEMEEN.

Woordomskrywings.

1. In hierdie regulasies, tensy uit die samehang anders blyk, het 'n uitdrukking wat in die Wet omskryf is, dieselfde betekenis en beteken—

„Adjunk-hoofbestuurder” die amptenaar as sodanig aangestel ingevolge artikel *agtien* van die Wet;

„Adjunk-voorsitter” die persoon as sodanig aangestel ingevolge paragraaf (b) van subartikel (2) van artikel *drie* van die Wet;

„deeltydse werknemer” 'n persoon, uitgesonderd 'n kontrakwerknemer of 'n voltydse werknemer, aangestel ingevolge subartikel (1) *bis* van artikel *agtien* van die Wet op 'n deeltydse grondslag;

„die Wet” die Wet op die Suid-Afrikaanse Padveiligheidsraad, 1960 (Wet No. 1 van 1960), soos gewysig;

„Hoofbestuurder” die amptenaar as sodanig aangestel ingevolge artikel *agtien* van die Wet, of die amptenaar of werknemer aangewys deur die Voorsitter om as sodanig waar te neem;

„hoofkwartier” die stad, dorp of plek waar die ver naamste werk van 'n amptenaar of werknemer verrig word of verrig moet word of wat deur die Hoofbestuurder as sy hoofkwartier aangewys word;

„huishouding”—

(a) die vrou van 'n amptenaar of werknemer en 'n kind (met inbegrip van 'n aangenome kind) wat permanent by hom inwoon en noodsaaklikerwys van die amptenaar of werknemer afhanklik is;

(b) 'n familielid van 'n amptenaar of werknemer wat permanent by hom inwoon en noodsaaklikerwys van hom afhanklik is en wie se inkomste nie die toepaslike maksimum bedrae voorgeskryf by subartikels (1) en (2) van artikel *agt* van die Ouderdomspensioenwet, 1962 (Wet No. 38 van 1962), soos gewysig, oorskry nie; en

(c) hoogstens twee bediendes (met inbegrip van kinderoppassers) wat in 'n voltydse hoedanigheid by die amptenaar of werknemer in diens is;

„kalendermaand” 'n tydperk wat strek van een dag van die maand tot en met die dag wat die dag voorafgaan wat numeriek ooreenstem met daardie dag in die volgende maand;

„kantoorhoof” die hoof van 'n kantoor, tak, afdeling of werkplek en sluit die Hoofbestuurder in;

„kontrakwerknemer” 'n persoon aangestel ingevolge subartikel (1) *bis* van artikel *agtien* van die Wet onder 'n kontrak aangegaan tussen die Voorsitter of die Adjunk-voorsitter wat met die goedkeuring van die Aksiekomitee optree, en sodanige persoon;

„maand” 'n tydperk wat van die eerste tot en met die laaste dag van enigeen van die 12 maande van die jaar strek;

„persoonlike besittings” die roerende goed van 'n amptenaar of werknemer en van sy huishouding, met inbegrip van voertuie, maar nie lewende hawe, huis- of troeteldiere nie;

„voltydse werknemer” 'n persoon aangestel ingevolge subartikel (1) *bis* van artikel *agtien* van die Wet van wie verwag word om die normale amptelike diensure, soos voorgeskryf by regulasie 34, na te kom, maar sluit nie 'n kontrakwerknemer in nie;

„Voorsitter” die persoon as sodanig aangestel ingevolge paragraaf (a) van subartikel (2) van artikel *drie* van die Wet;

„werknemer” 'n kontrak-, voltydse of deeltydse werknemer.

PART I. GENERAL.

Definitions.

1. In these regulations, unless the context otherwise indicates, an expression defined in the Act bears the same meaning and—

“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 inclusive;

“Chairman” means the person appointed as such in terms of paragraph (a) of subsection 2 of section *three* of the Act.

“contract employee” means a person appointed in terms of subsection (1)*bis* of section *eighteen* of the Act under a contract entered into between the Chairman or the Deputy Chairman, acting with the approval of the Action Committee, and such person;

“Deputy Chairman” means the person appointed as such in terms of paragraph (b) of subsection (2) of section *three* of the Act;

“Deputy General Manager” means the officer appointed as such in terms of section *eighteen* of the Act;

“employee” means either a contract, a full-time or a part-time employee;

“full-time employee” means a person appointed in terms of subsection (1)*bis* of section *eighteen* of the Act who is required to observe the normal official working hours prescribed by regulation 34, but shall not include a contract employee;

“General Manager” means the officer appointed as such in terms of section *eighteen* of the Act, or the officer or employee designated by the Chairman to act as such;

“head of office” means the head of an office, branch, division or place of work and includes the General Manager;

“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 General Manager;

“household” means—

(a) the wife of an officer or employee and a child (including an adopted child) who is permanently resident with and necessarily dependent on the officer or employee;

(b) a relative of an officer or employee who is permanently resident with and necessarily dependent on him and whose income does not exceed the appropriate maximum amounts prescribed in subsections (1) and (2) of section *eight* of the Old Age Pensions Act, 1962 (Act No. 38 of 1962), as amended; and

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

“month” means a period extending from the first to the last day, both days inclusive, of any one of the 12 months of the year;

“part-time employee” means a person, other than a contract employee or a full-time employee, appointed in terms of subsection (1)*bis* of section *eighteen* of the Act on a part-time basis;

“personal effects” means the movable property of an officer or employee and of his household, including vehicles, but excluding livestock, domestic animals and pets;

“the Act” means the South African Road Safety Council Act, 1960 (Act No. 1 of 1960), as amended.

Oordra van Bevoegdheid.

2. (1) Die Aksiekomitee kan soveel van die bevoegdheid aan hom ingevolge hierdie regulasies verleen, op sulke voorwaardes as wat hy dienstig ag, aan 'n Hulpkomitee, ingestel ingevolge artikel *elf* van die Wet, oordra, maar word nie daardeur van enige van sy bevoegdhede ontdoen nie en mag 'n oordrag wat kragtens die bepalings van hierdie subregulasie verleen is, te eniger tyd intrek.

(2) Die Voorsitter kan aan die Adjunk-voorsitter, en die Hoofbestuurder kan aan 'n amptenaar, kontrakwerknemer of voltydse werknemer sodanige van sy bevoegdhede oordra as wat kragtens hierdie regulasies aan hom verleen word, op sodanige voorwaardes as wat hy dienstig ag, maar die Voorsitter of die Hoofbestuurder word nie daardeur van enige van sy bevoegdhede, op dié wyse oorgedra, ontdoen nie en mag hy oordrag wat kragtens hierdie subregulasie verleen is, te eniger tyd intrek.

Vertolking van die Regulasies.

3. As daar twyfel ontstaan betreffende die vertolking van die bepalings van hierdie regulasies, moet die saak aan die Aksiekomitee vir beslissing voorgelê word.

Datum waarop Regulasies in Werking Tree.

4. (1) Hierdie regulasies, met uitsondering van regulasies 25 en 26 tree in werking op die eerste dag van April 1968.

(2) Ingevolge subartikel (2) van artikel *ses* van die Wysigingswet op die Suid-Afrikaanse Padveiligheidsraad, 1965 (Wet No. 53 van 1965), word regulasies 25 en 26 geag in werking te getree het op die eerste dag van Augustus 1964.

DEEL II.

PERSONEEL VAN DIE RAAD: AANSTELLING EN BEEÏNDIGING VAN DIENS EN ANDER SAKE.

Aansoekvorm vir Aanstelling.

5. 'n Persoon wat in aanmerking wil kom vir aanstelling as 'n amptenaar of voltydse werknemer van die Raad moet aansoek daarom doen op 'n vorm soos deur die Aksiekomitee goedgekeur.

Vernaamste Vereistes vir Aanstelling as Amptenaar.

6. Geen persoon wat nie 'n Suid-Afrikaanse burger is en wie se kennis van albei die amptelike tale nie die Aksiekomitee tevrede stel, word as amptenaar aangestel nie.

Geneeskundige Ondersoek voor Aanstelling as Amptenaar.

7. 'n Persoon wat in aanmerking wil kom vir aanstelling as 'n amptenaar moet, met die oog op sy aanstelling, homself aan 'n geneeskundige toets laat onderwerp en daarna die Hoofbestuurder, of, in die geval van aanstelling as Hoofbestuurder, die Aksiekomitee, voorsien van 'n geneeskundige sertifikaat in 'n vorm soos deur die Aksiekomitee voorgeskryf. Die Hoofbestuurder of die Aksiekomitee, na gelang van die geval, kan verlang dat sodanige geneeskundige sertifikaat onderteken word deur 'n mediese praktisyn wat deur hom goedgekeur is.

Aanstelling van Amptenaar op Proef.

8. (1) 'n Amptenaar word in 'n pos op proef aangestel vir 'n vasgestelde tydperk van minstens twaalf kalendermaande: Met dien verstande dat as 'n amptenaar wat diens op proef doen, oorgeplaas of bevorder word na 'n ander pos, 'n korter dienstryd op proef in die nuwe pos

Delegation of Powers.

2. (1) The Action Committee may delegate to a Subsidiary Committee established under section *eleven* of the Act such of its powers as are conferred upon it by these regulations and on such conditions as it may deem fit but it shall not be divested of any power so delegated and it may at any time revoke a delegation made in terms of this subregulation.

(2) The Chairman may delegate to the Deputy Chairman and the General Manager may delegate to an officer, contract employee or full-time employee, such of his powers as are conferred upon him by these regulations and on such conditions as he may deem fit but the Chairman or the General Manager shall not himself be divested of any power so delegated and he may at any time revoke a delegation made in terms of this subregulation.

Interpretation of the Regulations.

3. If doubt arises regarding the interpretation of the provisions of these regulations, the matter shall be referred to the Action Committee for decision.

Date of Coming into Operation of the Regulations.

4. (1) These regulations, with the exception of regulations 25 and 26 shall come into operation on the first day of April 1968.

(2) In terms of subsection (2) of section *six* of the South African Road Safety Council Amendment Act, 1965 (Act No. 53 of 1965), regulations 25 and 26 shall be deemed to have come into operation on the first day of August 1964.

PART II.

STAFF OF THE COUNCIL: APPOINTMENT AND TERMINATION OF SERVICE AND OTHER MATTERS.

Form of Application for Appointment.

5. A person who desires to be considered for appointment as an officer or employee of the Council shall apply therefor in a form of application approved by the Action Committee.

Primary requirements for Appointment as Officer.

6. No person shall be appointed as an officer who is not a South African citizen and who is not in possession of knowledge of both the official languages to the satisfaction of the Action Committee.

Medical Examination Prior to Appointment as Officer.

7. A person who desires to be considered for appointment as an officer shall with a view to his appointment submit himself to a medical examination and furnish the General Manager or in the case of appointment as General Manager, the Action Committee, with a medical certificate of health in the form prescribed by the Action Committee. The General Manager, or the Action Committee as the case may be, may require such medical certificate to be signed by a medical practitioner of whom he or it has approved.

Appointment of Officer on Probation.

8. (1) The appointment of an officer to a post shall be made on probation for a specified period which shall be not less than twelve calendar months: Provided that if an officer who is serving on probation is transferred or promoted to another post, a lesser period of service on

gemagtig kan word, wat, saam met die proeftyd in diens in die vorige pos, nie minder is nie as die tydperk wat by sy eerste aanstelling vasgestel is: Met dien verstande voorts dat die proeftyd van 'n amptenaar verleng word met die getal dae verlof wat hy gedurende die proeftyd of 'n verlenging daarvan geneem het.

(2) As die Hoofbestuurder sertifiseer dat gedurende die proeftyd of verlengde proeftyd, die betrokke amptenaar ywerig en sy gedrag deurgaans bevredigend was en dat hy in alle opsigte geskik is vir die pos wat hy beklee, kan die Aksiekomitee of 'n Hulpkomitee aan wie die Aksiekomitee die bevoegdheid om aanstellings, oorplasinge of bevorderings te doen, gedelegeer het, as die amptenaar voldoen het aan al die voorwaardes waaraan sy aanstelling, oorplasing of bevordering onderworpe was, die aanstelling, oorplasing of bevordering bekragtig; maar as die Hoofbestuurder, om verklaarde redes, nie in staat is om aldus te sertifiseer nie, moet hy sodanige redes by die Aksiekomitee aanmeld wat dan of die amptenaar se proefdiens vir 'n vasgestelde tydperk kan verleng of sodanige stappe oor die aangeleentheid kan doen wat hy goeddink.

(3) Ondanks die bepalings van subregulasie (2) kan 'n amptenaar wat op proef in diens is, deur die Aksiekomitee of 'n Hulpkomitee aan wie die Aksiekomitee die bevoegdheid van ontslag gedelegeer het, uit die diens van die Raad ontslaan word, hetsy gedurende of by of na die verstryking van die proeftyd—

- (a) deur 30 dae kennis te gee; of
- (b) onverwyld as sy gedrag onbevredigend is.

Oorplasing van Amptenaar en Werknemer na 'n ander Pos.

9. Behoudens die bepalings van paragraaf (c) van subregulasie (28) van regulasie 17 kan elke amptenaar en werknemer, wanneer die belange van die Raad dit vereis en die Aksiekomitee aldus besluit, oorgeplaas word uit die pos of betrekking wat hy beklee, na enige ander pos of betrekking in die diens van die Raad, hetsy so 'n pos of betrekking van 'n laer graad is al dan nie: Met dien verstande dat—

(a) by oorplasing 'n amptenaar se salarisskaal nie sonder sy toestemming verlaag mag word nie, behalwe in ooreenstemming met die bepalings van paragraaf (d) van subregulasie (28) van regulasie 17;

(b) 'n amptenaar wat oorgeplaas is na of in diens is in 'n pos van 'n laer of hoër graad as sy eie graad sonder 'n verandering in sy salarisskaal, deur die Aksiekomitee oorgeplaas word na 'n pos waarby sy salarisskaal pas sodra 'n geskikte vakature ontstaan;

(c) 'n amptenaar wat oorgeplaas is na of in diens is in 'n pos wat hoër as sy eie graad gegradeer is, of wat hergradeer is na, of omgeskep is in, 'n pos van 'n hoër graad as sy eie graad, nie uit hoofde alleen van bedoelde oorplasing of diens op die hoër salarisskaal wat op die pos van toepassing is, geregtig is nie.

Senioriteit van Amptenare.

10. Senioriteit van amptenare is soos deur die Aksiekomitee bepaal.

Woonadresse en Telefoonnommers.

11. Elke amptenaar en werknemer moet die hoof van sy kantoor in kennis stel van sy woonadres, en van sy telefoonnommer tuis, as hy 'n telefoon het, en enige veranderinge daarvan, en die hoof van sy kantoor moet daarvan aantekening maak in 'n register wat vir dié doel gehou word.

probation may be authorised in the new post, which, together with the period of probation served in the former post, shall not be less than the period specified on his first appointment: Provided further that the probationary period of an officer shall be extended by the number of days leave taken by him during the period of probation or any extension thereof.

(2) If the General Manager certifies that during the period of probation or extended period of probation the officer concerned has been diligent and his conduct uniformly satisfactory and that he is in all respects suitable for the post which he holds, the Action Committee or a subsidiary committee to whom the Action Committee has delegated such power of appointment, transfer or promotion, may, if the officer has complied with all the conditions to which his appointment, transfer or promotion was subject, confirm the appointment, transfer or promotion; but if the General Manager is unable, for stated reasons, to certify accordingly he shall report such reasons to the Action Committee who may then either extend the officer's probationary service for a specified period or take such steps in the matter as it may deem fit.

(3) Notwithstanding the provisions of subregulation (2) an officer who is serving on probation may be discharged from the service of the Council by the Action Committee or a subsidiary committee to whom the Action Committee has delegated such power of discharge, either during or at or after the expiry of the period of probation—

- (a) by the giving of 30 days' notice; or
- (b) forthwith, if his conduct is unsatisfactory.

Transfer of Officer and Employee to Another Post.

9. Subject to the provisions of paragraph (c) of subregulation (28) of regulation 17, every officer and employee shall, whenever the interests of the Council so require and the Action Committee so decides, be liable to be transferred from the post or appointment held by him to any other post or appointment in the service of the Council whether or not such post or appointment is of a lower grade: Provided that—

(a) upon transfer an officer shall not suffer any reduction in his scale of salary without his consent, except in accordance with the provisions of paragraph (d) of subregulation (28) of regulation 17;

(b) an officer who has been transferred to or is employed in a post of lower or higher grade than his own grade without a change in his scale of salary, shall be transferred by the Action Committee to a post to which his scale of salary is appropriate as soon as a suitable vacancy occurs;

(c) an officer who has been transferred to or is employed in a post which is graded higher than his own grade or which is regraded or converted to a post of a grade higher than his own grade, shall not by reason only of such transfer or employment be entitled to the higher scale of salary applicable to the post.

Seniority of Officers.

10. Seniority of officers shall be in the order as determined by the Action Committee.

Residential Addresses and Telephone Numbers.

11. Every officer and employee shall notify the head of his office of his residential address and of his home telephone number (if any) and any change of address or home telephone number, and the head of the office shall make a record thereof in a register which shall be kept for this purpose.

Vergoeding vir Werk buite die Diens van die Raad.

12. Geen amptenaar of voltydse werknemer mag buite die diens van die Raad enige winsgewende werk verrig of homself verbind om enige winsgewende werk, sonder die toestemming van die Aksiekomitee te verrig nie.

Lidmaatskap van 'n Politieke Organisasie.

13. Geen amptenaar of voltydse werknemer mag lid van 'n politieke organisasie word of aktief aan die politiek deelneem nie.

Ondersoek deur 'n Geneeskundige Raad.

14. Die Voorsitter kan te eniger tyd eis dat 'n amptenaar 'n voltydse werknemer of 'n kontrakwerknemer hom onderwerp aan 'n ondersoek deur 'n geregistreerde geneesheer of 'n geneeskundige raad benoem deur die Voorsitter en op koste van die fonds: Met dien verstande dat die amptenaar of werknemer op eie koste kan reël dat sy private geneesheer, indien hy dit verlang, by die verrigtinge van die geneeskundige raad teenwoordig is.

Kennisgewing van Beëindiging van Diens van Amptenare en Werknemers.

15. Ondanks die bepalinge van regulasies 16 en 17 is die aanstelling van 'n amptenaar onderworpe aan 30 dae kennisgewing en dié van 'n werknemer 24 uur kennisgewing van opsegging daarvan, skriftelik gegee of ontvang deur die betrokke amptenaar of werknemer of deur die Aksiekomitee. Sodanige kennisgewing kan ingedien word sonder opgawe van redes.

Omskrywing van Wangedrag.

16. 'n Amptenaar is skuldig aan wangedrag en daar kan ooreenkomstig die bepalinge van regulasie 17 met hom gehandel word as hy—

(a) 'n bepaling van hierdie regulasies oortree of versuim om te voldoen aan enige bepaling daarvan waarvan dit sy plig is om te voldoen; of

(b) 'n daad wat nadelig vir die administrasie, dissipline of doeltreffendheid van die Raad of 'n plaaslike padveiligheidsvereniging of komitee is, doen, laat doen of toelaat of oogluikend toelaat dat dit gedoen word; of

(c) 'n wettige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, nie gehoorsaam nie, dit verontagsaam of opsetlik versuim om dit uit te voer, of deur woord of gedrag hom aan insubordinasie skuldig maak; of

(d) nalatig of traag is in die vervulling van sy pligte; of

(e) sonder die toestemming van die Aksiekomitee enige private agentskap of private werk in enige aangeleentheid in verband met die verrigting van sy amptelike werksaamhede of uitvoering van sy ampspligte onderneem; of

(f) lid van 'n politieke organisasie word of aktief aan politieke aangeleenthede deelneem; of

(g) probeer om uit politieke of buitebronne ingryping in verband met sy posisie en diensvoorwaardes in diens van die Raad te verkry; of

(h) hom op 'n skandelige, onbehoorlike of onbetaamlike wyse gedra, of terwyl hy diens doen, hom aan growwe onbeheersdheid teenoor 'n persoon skuldig maak; of

(i) buitensporig gebruik maak van sterk drank of bedwelmende middels; of

Remuneration for work other than for the Council.

12. No officer or full-time employee shall perform or engage himself to perform remunerative work outside his employment in the service of the Council without the permission of the Action Committee.

Membership of a Political Organisation.

13. No officer or full-time employee shall become a member of any political organisation or take active part in political matters.

Examination by a Medical Board.

14. The Chairman may at any time require an officer, a full-time employee or a contract employee to submit himself to an examination by a registered medical practitioner or a medical board nominated by the Chairman and at the cost of the fund: Provided that the officer or employee 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.

Notice of Termination of Service of Officers and Employees.

15. Notwithstanding the provisions of regulations 16 and 17, the appointment of an officer shall be subject to 30 days' and in the case of an employee 24 hours' notice of the termination thereof, given or received in writing by the officer or the employee concerned or by the Action Committee. Such notice may be given without any statement of the reasons therefor.

Definition of Misconduct.

16. An officer shall be guilty of misconduct and may be dealt with in accordance with the provisions of regulation 17, if he—

(a) Contravenes any provision of these regulations or fails to comply with any provision thereof with which it is his duty to comply; or

(b) does, or causes or permits to be done, or connives at, any act which is prejudicial to the administration, discipline or efficiency of the Council or a local road safety association or committee; or

(c) disobeys, disregards, or makes wilful default in carrying out a lawful order given to him by a person having authority to give it, or by word or conduct displays insubordination; or

(d) is negligent or indolent in the discharge of his duties; or

(e) undertakes, without the permission of the Action Committee, any private agency or private work in any matter connected with the performance of his official functions or the carrying out of his official duties; or

(f) becomes a member of any political organisation or takes active part in political matters; or

(g) attempts to secure intervention from political or outside sources in relation to his position and conditions of employment in the service of the Council; or

(h) conducts himself in a disgraceful, improper or unbecoming manner, or whilst on duty is grossly discourteous to any person; or

(i) uses intoxicants or stupefying drugs excessively; or

(j) insolvent word of 'n akkoord met sy skuldeisers aangaan of as 'n bevel tot siviele gyseling deur 'n geregs-hof teen hom gegee is, tensy daar bewys word dat sy insolvensie of akkoord of die gee van 'n bevel tot siviele gyseling teen hom deur onvermydelike teenspoed veroorsaak is; of

(k) in geldelike moeilikheid geraak, tensy daar bewys word dat sy geldelike moeilikheid nie die gevolg is van onversigtigheid of ander laakbare oorsaak en nie nadelig is vir die getroue uitvoering van sy pligte nie; of

(l) sonder dat hy eers die toestemming van die Voorsitter verkry het, inligting wat hy ingewin of waaraan hy gekom het as gevolg van sy werk in diens van die Raad, openbaar maak anders as in die vervulling van sy ampspligte of sodanige inligting gebruik vir 'n ander doel as vir die vervulling van sy ampspligte, hetsy hy sodanige inligting openbaar maak of nie; of

(m) sonder die toestemming van die Voorsitter, 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 Hoofbestuurder of, as hy die Hoofbestuurder is, aan die Voorsitter die aanbod van so 'n kommissie, geld of beloning te rapporteer; of

(n) hom eiendom van die Raad, 'n plaaslike padveiligheidsvereniging of 'n padveiligheidskomitee wederregtelik toeëien of onbehoorlike gebruik daarvan maak onder sulke omstandighede dat sy daad nie 'n kriminele misdryf uitmaak nie; of

(o) 'n kriminele misdryf begaan; of

(p) sonder verlof of geldige rede van sy kantoor of diens wegbly; of

(q) met die oog op die verkryging van enige voorreg of voordeel met betrekking tot sy amptelike posisie of sy pligte, of op die veroorsaking van enige nadeel of skade aan die Raad, 'n Hulpkomitee daarvan, 'n plaaslike vereniging of komitee of 'n lid van die Raad, Hulpkomitee, plaaslike padveiligheidsvereniging of komitee, na gelang van die geval, of 'n amptenaar of werknemer van die Raad, 'n valse of onjuiste verklaring doen, wetende dat dit vals of onjuis is.

Procedure in Gevalle van Wangedrag.

17. (1) Wanneer 'n amptenaar van wangedrag beskuldig word, kan die Voorsitter, of enige amptenaar van die Raad wat deur die Voorsitter daartoe gemagtig is, hom skriftelik onder sy handtekening van daardie wangedrag aankla.

(2) Die persoon wat die aanklag onderteken het, moet dit aan die aangeklaagde amptenaar laat beteken.

(3) Die aanklag moet 'n aansegging bevat of van 'n aansegging vergesel gaan waarby die aangeklaagde amptenaar aangesê word om binne 'n redelike tydperk wat in die aansegging vermeld word, aan 'n persoon wat ook daarin vermeld word, 'n skriftelike erkenning of ontkenning van die aanklag, en as hy dit verlang, 'n skriftelike verduideliking van die wangedrag waarvan hy aangekla word, te stuur of by hom af te lewer.

(4) Die Voorsitter, of indien daartoe gemagtig deur die Voorsitter, hetsy spesiaal in 'n besondere geval of in die algemeen, die Hoofbestuurder, of enige ander amptenaar van die Raad, kan te eniger tyd voor of nadat die amptenaar kragtens hierdie artikel aangekla is, die amptenaar in sy diens skors.

(j) becomes insolvent or compromises with his creditors or has a decree of civil imprisonment made against him by any court of law, unless it is shown that his insolvency or composition or the making of a decree of civil imprisonment against him has been occasioned by unavoidable misfortune; or

(k) becomes pecuniarily embarrassed, unless it is shown that his pecuniary embarrassment has not been occasioned by imprudence or other reprehensible cause and is not prejudicial to the faithful performance to his duties; or

(l) without first having obtained the permission of the Chairman discloses, otherwise than in the discharge of his official duties, information gained by or conveyed to him through his employment in the service of the Council, or uses such information for any purpose other than for the discharge of his official duties, whether or not he discloses such information; or

(m) accepts without the permission of the Chairman or demands 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 fails to report to the General Manager or if he is the General Manager, to the Chairman, the offer of any such commission, fee or reward; or

(n) misappropriates or improperly uses any property of the Council, a local road safety association or a road safety committee under such circumstances that his act does not constitute a criminal offence; or

(o) commits a criminal offence; or

(p) absents himself from his office or duty without leave or valid cause; or

(q) with a view to obtaining any privilege or advantage in relation to his official position or his duties, or to causing prejudice or injury to the Council, a subsidiary committee thereof, a local association or committee or a member of the Council, subsidiary committee, local road safety association or committee, as the case may be, or an officer or employee of the Council, makes a false or incorrect statement, knowing it to be false or incorrect.

Procedure in Cases of Misconduct.

17. (1) When an officer is accused of misconduct, the Chairman, or any officer of the Council who has been authorised thereto by the Chairman, may charge him in writing under his hand with that misconduct.

(2) The person who signed the charge shall cause it to be served upon the officer charged.

(3) The charge shall contain or shall be accompanied by a direction calling upon the officer charged to transmit or deliver, within a reasonable period specified in the direction, to a person likewise specified, a written admission or denial of the charge and, if he so desires, a written explanation of the misconduct with which he is charged.

(4) The Chairman, or if authorised thereto by the Chairman, either specially in a particular case, or generally, the General Manager, or any other officer of the Council, may at any time before or after the officer has been charged under this section, suspend him from duty.

(5) 'n Amptenaar wat ingevolge subregulasie (4) in sy diens geskors is, is nie op enige emolumente vir die tydperk van sy skorsing geregtig nie: Met dien verstande dat die Voorsitter na goeë dunnke kan gelas dat sy emolumente, in die geheel of gedeeltelik aan so 'n amptenaar betaal word.

(6) As geen aanklag ingevolge hierdie artikel teen 'n amptenaar wat in sy diens geskors is, ingebring word nie, word hy toegelaat om weer diens te aanvaar en word sy volle emolumente vir die tydperk van sy skorsing aan hom betaal.

(7) Die Voorsitter of Hoofbestuurder of ander amptenaar wat die amptenaar geskors het, kan die skorsing te eniger tyd intrek, maar ondanks die intrekking van die skorsing kan die verrigtings in verband met die aanklag van wangedrag voortgesit word.

(8) As die aangeklaagde amptenaar die aanklag ontken of versuim om aan die in subregulasie (3) bedoelde aansegging te voldoen, stel die Voorsitter 'n persoon aan om ondersoek na die aanklag in te stel.

(9) Die persoon wat die ondersoek moet instel, moet in oorleg met die amptenaar wat die aanklag onderteken het, die tyd en plek van die ondersoek vasstel, en die amptenaar wat die aanklag onderteken het, moet aan die aangeklaagde amptenaar redelike skriftelike kennis gee van die tyd en plek aldus vasgestel.

(10) Die amptenaar wat die aanklag onderteken het, kan enige persoon magtig om by die ondersoek teenwoordig te wees en om getuienis en argumente ter stawing van die aanklag aan te voer en om enige persoon wat as getuie vir die verweer opgeroep is, onder kruisverhoor te neem.

(11) (a) By die ondersoek het die aangeklaagde amptenaar die reg om teenwoordig te wees en om aangehoor te word hetsy persoonlik of deur 'n verteenwoordiger, of enige persoon wat as getuie ter stawing van die aanklag opgeroep is, onder kruisverhoor te neem, om alle dokumente wat as getuienis voorgelê is, in te sien, om self getuienis af te lê en ander persone as getuies op te roep.

(b) Die persoon wat die ondersoek instel, moet notule hou van die verrigtings by die ondersoek en van alle getuienis wat aldaar afgelê word.

(c) Die versuim van die aangeklaagde amptenaar om persoonlik of deur 'n verteenwoordiger by die ondersoek teenwoordig te wees, maak die verrigtings nie ongeldig nie.

(12) Die vryspreking of die skuldigbevinding van 'n amptenaar deur 'n geregshof op 'n aanklag van 'n kriminele misdryf, belet nie dat stappe ingevolge hierdie regulasies op 'n aanklag van wangedrag teen hom ingestel word nie ondanks die feit dat die feite uiteengesit in die aanklag van wangedrag, as dit bewys sou word, die misdryf sou uitmaak wat uiteengesit is in die kriminele aanklag waarop hy aldus vrygespreek of skuldig bevind is of 'n ander misdryf waaraan hy by sy verhoor op bedoelde kriminele aanklag skuldig bevind kon geword het.

(13) As die wangedrag waarvan die amptenaar aangekla word, neerkom op 'n misdryf waaraan hy deur 'n geregshof skuldig bevind is, is 'n gesertifiseerde afskrif van die notule van sy verhoor en skuldigbevinding deur daardie hof, nadat bedoelde amptenaar geïdentifiseer is as die persoon wat in die notule genoem word, voldoende bewys dat hy die bedoelde misdryf begaan het, tensy die skuldigbevinding deur 'n hoër hof tersyde gestel is: Met dien verstande dat die aangeklaagde amptenaar die reg het om getuienis aan te voer dat hy in werklikheid verkeerdelik skuldig bevind is.

(5) An officer who has been suspended from duty in terms of subregulation (4) shall not be entitled to any emoluments for the period of his suspension: Provided that the Chairman may, in his discretion, order payment to such officer of the whole or portion of his emoluments.

(6) If no charge under this regulation is preferred against an officer who has been suspended from duty, he shall be allowed to resume duty and be paid his full emoluments for the period of his suspension.

(7) The Chairman or the General Manager or other officer who suspended the officer may at any time cancel the suspension, but notwithstanding the cancellation of the suspension the proceedings on the charge of misconduct may be continued.

(8) If the officer charged denies the charge or fails to comply with the direction mentioned in subregulation (3), the Chairman shall appoint a person to enquire into the charge.

(9) The person who is to hold the enquiry shall, in consultation with the person who signed the charge, fix the time and place of the enquiry, and the person who signed the charge shall give the officer charged reasonable notice in writing of the time and place so fixed.

(10) The person who signed the charge may authorise any person to attend the enquiry and to adduce evidence and arguments in support of the charge and to cross-examine any person called as a witness for the defence.

(11) (a) At the enquiry the officer charged shall have the right to be present and to be heard either personally or through a representative, to cross-examine any person called as a witness in support of the charge, to inspect any documents produced in evidence, to give evidence himself and call other persons as witnesses.

(b) The person holding the enquiry shall keep a record of the proceedings at the enquiry and of all evidence given thereat.

(c) The failure of the officer charged to attend the enquiry either personally or by a representative, shall not invalidate the proceedings.

(12) The acquittal or the conviction of an officer by a court of law upon a charge of a criminal offence shall not be a bar to proceedings against him under these regulations on a charge of misconduct, notwithstanding the fact that the facts set forth in the charge of misconduct would, if proved, constitute the offence set forth in the criminal charge on which he was so acquitted or convicted or another offence on which he might have been convicted on his trial on the said criminal charge.

(13) If the misconduct with which the officer is charged amounts to an offence of which he has been convicted by a court of law, a certified copy of the record of his trial and conviction by that court shall, upon the identification of such officer as the person referred to in the record, be sufficient proof of the commission by him of such offence, unless the conviction has been set aside by a superior court: Provided that it shall be competent for the officer charged to adduce evidence that he was in fact wrongly convicted.

(14) Na afloop van die ondersoek moet die persoon wat dit instel, bevind of die aangeklaagde amptenaar skuldig is of nie skuldig is nie aan die wangedrag waarvan hy aangekla is en moet hy die aangeklaagde amptenaar van sy bevinding verwittig. Hy moet aan die Voorsitter verslag doen van die uitslag van die ondersoek.

(15) As die aangeklaagde amptenaar ingevolge subregulasie (4) in sy diens geskors is en die persoon wat die ondersoek instel, bevind dat hy nie skuldig is aan die wangedrag waarvan hy aangekla is nie, moet die bedoelde amptenaar toegelaat word om dadelik weer diens in sy pos te aanvaar en moet aan hom sy volle emolumente vir die tydperk van sy skorsing betaal word.

(16) As die persoon wat die ondersoek instel, die aangeklaagde amptenaar skuldig bevind aan die wangedrag waarvan hy aangekla is, kan die betrokke amptenaar binne 14 dae na die datum waarop hy van sy bevinding verwittig is, by die aksiekomitee daarteen appelleer deur aan die persoon wat die ondersoek ingestel het skriftelik kennis van appèl te gee, waarin hy volledig die gronde waarop die appèl gebaseer is, moet uiteensit.

(17) As die persoon wat die ondersoek ingestel het, die aangeklaagde amptenaar skuldig bevind het aan die wangedrag waarvan hy aangekla is, moet hy die notule van die verrigtings by die ondersoek en enige dokumentêre getuienis wat aldaar toegelaat is, 'n uiteensetting van sy bevinding en sy redes daarvoor, en enige opmerkings oor die saak wat hy wil maak, aan die Voorsitter vir oorweging deur die aksiekomitee stuur.

(18) As die amptenaar wat aan wangedrag skuldig bevind is, kennis van appèl ooreenkomstig die bepalings van subregulasie (16) gegee het, moet die persoon wat die ondersoek ingestel het, saam met die notule en ander dokumente bedoel in subregulasie (17), die appellant se kennisgewing en gronde van appèl aan die voorsitter stuur en 'n afskrif van die redes vir die bevinding waarteen die appèl aangeteken is, aan die appellant verstrek.

(19) As kennis van appèl ooreenkomstig die voormelde bepalings gegee is en die betrokke amptenaar binne 7 dae na die datum waarop hy 'n afskrif van die redes vir die bevinding ontvang het, by die Voorsitter om 'n afskrif van die notule van die verrigtings by die ondersoek aansoek doen, moet die Voorsitter so 'n afskrif aan hom verstrek.

(20) Die betrokke amptenaar kan binne 14 dae na die datum waarop hy die afskrif van die notule van die verrigtings ontvang het, of as hy nie om 'n afskrif van die notule aansoek gedoen het nie, binne 21 dae na die datum waarop hy die afskrif van die redes vir die bevinding ontvang het, aan die Voorsitter skriftelike vertoë in viervoud, ter stawing van sy appèl voorlê.

(21) Die Voorsitter moet 'n afskrif van die notule en dokumente in subregulasie (18) bedoel, en 'n afskrif van die vertoë in subregulasie (20) bedoel, aan die hoofbestuurder stuur.

(22) Die Hoofbestuurder kan binne 14 dae na die datum waarop hy die afskrifte in subregulasie (21) bedoel, ontvang het, vertoë wat hy wil voorlê ter stawing van die bevindings waarteen die appèl aangeteken is, in viervoud tot die Voorsitter rig; en die Voorsitter moet 'n afskrif van bedoelde vertoë aan die betrokke amptenaar verstrek.

(23) (a) Die betrokke amptenaar kan binne 14 dae na die datum waarop hy 'n afskrif van die vertoë in subregulasie (22) bedoel, ontvang het, enige skriftelike repliek wat hy op bedoelde vertoë wil lewer, in viervoud aan die Voorsitter voorlê.

(14) At the conclusion of the enquiry the person holding it shall find whether the officer charged is guilty or not guilty of the misconduct with which he has been charged and shall inform the officer charged of his finding. He shall report the result of the enquiry to the Chairman.

(15) If the officer charged is under suspension from duty under subregulation (4) and the person holding the enquiry finds that he is not guilty of the misconduct with which he has been charged, the said officer shall be allowed forthwith to resume duty in his post and be paid his full emoluments for the period of his suspension.

(16) If the person holding the enquiry finds the officer charged guilty of the misconduct with which he has been charged, the officer concerned may, within 14 days as from the date upon which he was informed of the finding, appeal therefrom to the Action Committee by giving to the person who held the enquiry a written notice of appeal wherein he shall set forth fully the grounds upon which the appeal is based.

(17) If the person who held the enquiry has found the officer charged guilty of the misconduct with which he has been charged, he shall forward to the Chairman for consideration by the Action Committee the record of the proceedings at the enquiry and any documentary evidence admitted thereat, a statement of his finding and his reasons therefor, and any observations on the case which he may desire to make.

(18) If the officer found guilty of misconduct has given notice of appeal in accordance with the provisions of subregulation (16) the person who held the enquiry shall forward to the Chairman the record and other documents referred to in subregulation (17), the appellant's notice and grounds of appeal and shall furnish the appellant with a copy of the reasons for the finding against which the appeal is brought.

(19) If notice of appeal has been given in accordance with the provisions aforesaid and the officer concerned applies to the Chairman for a copy of the record of the proceedings at the enquiry within 7 days as from the date upon which he received a copy of the reasons for the finding, the Chairman shall furnish him with such a copy.

(20) The officer concerned may within 14 days from the date upon which he received the copy of the record of the proceedings, or if he did not apply for a copy of the record, within 21 days as from the date upon which he received the copy of the reasons for the finding submit to the Chairman written representations, in quadruplicate, in support of his appeal.

(21) The Chairman shall forward to the General Manager a copy of the record and documents referred to in subregulation (18) and a copy of the representations referred to in subregulation (20).

(22) The General Manager may, within 14 days after the date upon which he received the copies referred to in subregulation (21), submit to the Chairman, in quadruplicate, any representations which he desires to make in support of the finding against which the appeal is brought; and the Chairman shall furnish a copy of such representations to the officer concerned.

(23) (a) The officer concerned may within 14 days after the date upon which he received a copy of the representations referred to in subregulation (22) submit to the Chairman, in quadruplicate, any reply in writing he may wish to make to such representations.

(b) Die Voorsitter moet 'n afskrif van bedoelde repliek aan die Hoofbestuurder verstrek.

(c) Die Hoofbestuurder sal nie die reg hê om verdere vertoë in antwoord op bedoelde repliek voor te lê nie, behalwe met verlof van die Voorsitter.

(24) Na oorweging van die voormelde notule en dokumente kan die Aksiekomitee die appèl in sy geheel of gedeeltelik handhaaf en die bevinding tersyde stel of wysig, of die appèl afwys en die bevinding in sy geheel of gedeeltelik bekragtig, of die Aksiekomitee kan, voordat hy tot 'n finale beslissing oor die appèl geraak, enige vraag in verband met die ondersoek na die persoon wat dit ingestel het, terugverwys, en hom gelas om verslag daaroor te doen of om 'n verdere ondersoek in te stel en tot 'n bevinding daaroor te geraak.

(25) As die Aksiekomitee gelas dat 'n verdere ondersoek ingestel moet word, is die bepalings van subregulasies (10) en (11) van toepassing.

(26) Wanneer die Aksiekomitee tot 'n finale beslissing oor 'n appèl geraak het, moet hy daardie beslissing skriftelik aan die appellant en aan die Hoofbestuurder meedeel.

(27) As die Aksiekomitee die appèl van 'n appellant wat in sy diens geskors is handhaaf, moet die appellant dadelik toegelaat word om weer sy diens te aanvaar en moet aan hom sy volle emolumente vir die tydperk van skorsing betaal word.

(28) As die notule en dokumente in subregulasie (17) bedoel, ingevolge daardie subregulasie aan die Voorsitter gestuur is, of as 'n appèl aldus aangeteken is en die Aksiekomitee die appèl in sy geheel of gedeeltelik afgewys het, kan die Aksiekomitee gelas—

(a) dat bedoelde amptenaar gewaarsku of berispe word; of

(b) dat 'n boete van hoogstens 400 rand hom opgelê word, welke boete verhaal kan word deur aftrekking van sy emolumente in paaiement wat deur die Voorsitter vasgestel word; of

(c) dat hy na 'n ander pos oorgeplaas of op ander dienste geëmplojeer word; of

(d) dat sy salaris of graad of sowel sy salaris as sy graad verlaag word in die mate wat deur die Aksiekomitee bepaal word; of

(e) dat hy ontslaan of aangesê word om uit die diens van die Raad te bedank met ingang van 'n datum wat deur die Aksiekomitee bepaal word.

Met dien verstande dat—

(i) behalwe waar 'n aanbeveling kragtens paragraaf (e) gedoen word, die Aksiekomitee nie belet word om 'n aanbeveling kragtens meer as een van die voorafgaande paragrafe te doen nie;

(ii) die Aksiekomitee die doen van 'n aanbeveling vir 'n tydperk van hoogstens 12 kalendermaande kan uitsel; en

(iii) as 'n amptenaar wat aangesê is om uit die diens van die Raad te bedank, versuim om aldus te bedank, hy geag word daaruit ontslaan te gewees het met ingang van 'n datum wat deur die Aksiekomitee bepaal word.

(29) As die amptenaar wat ingevolge hierdie regulasie aangekla is, die aanklag erken, word hy geag skuldig te wees aan die wangedrag waarvan hy aangekla is.

(30) As daar met 'n amptenaar wat ingevolge subregulasie (4) in sy diens geskors is, ooreenkomstig die bepalings van paragrafe (a), (b) of (d) van subregulasie (28) of van die tweede voorbehoudsbepaling by daardie regulasie gehandel word, moet hy onverwyld toegelaat

(b) The Chairman shall furnish the General Manager with a copy of such reply.

(c) The General Manager shall have no right to submit further representations in answer to such reply, except with leave of the Chairman.

(24) After consideration of the aforesaid record and documents, the Action Committee may allow the appeal wholly or in part and set aside or alter the finding, or dismiss the appeal and confirm the finding wholly or in part, or the Action Committee may, before arriving at a final decision on the appeal, remit any question in connection with the enquiry to the person who held it, and direct him to report thereon or to hold a further enquiry and arrive at a finding thereon.

(25) If the Action Committee directs the holding of a further enquiry, the provisions of sub-regulations (10) and (11) shall apply.

(26) When the Action Committee has arrived at a final decision on an appeal, it shall convey that decision in writing to the appellant and to the General Manager.

(27) If the Action Committee allows the appeal of an appellant who was suspended from duty, the appellant shall forthwith be allowed to resume his duties and be paid his full emoluments for the period of his suspension.

(28) If the record and documents referred to in sub-regulation (17) have in terms of that subregulation been forwarded to the Chairman or if an appeal was noted and the Action Committee has dismissed such appeal wholly or in part, the Action Committee may direct—

(a) that the said officer be cautioned or reprimanded; or

(b) that a fine not exceeding R400 be imposed upon him, which fine may be recovered by deduction from his emoluments in such instalments as may be determined by the Chairman; or

(c) that he be transferred to another post or be employed on other duties; or

(d) that his salary or grade or both his salary and grade be reduced to an extent determined by the Action Committee; or

(e) that he be discharged or be called upon to resign from the service of the Council as from a date to be specified by the Action Committee;

Provided that—

(i) except where a direction is made under paragraph (e) the Action Committee shall not be precluded from making a direction under more than one of the foregoing paragraphs;

(ii) the Action Committee may postpone a direction for a period not exceeding 12 calendar months; and

(iii) if an officer who has been called upon to resign from the service of the Council fails to resign, he shall be deemed to have been discharged therefrom as from a date to be specified by the Action Committee.

(29) If the officer charged in terms of this regulation admits the charge, he shall be deemed to be guilty of the misconduct with which he has been charged.

(30) If an officer who has been suspended from duty in terms of subregulation (4), is dealt with in accordance with the provisions of paragraph (a), (b) or (d) of subregulation (28) or of the second proviso to that subregulation, he shall forthwith be allowed to resume duty,

word om weer diens te aanvaar, en as daar met hom ooreenkomstig die bepalings van paragraaf (c) van subregulasie (28) gehandel word, moet hy so gou doenlik toegelaat word om diens te aanvaar in die pos of pligte waarna hy oorgeplaas word, en in so 'n geval moet sy volle emolumente vir die tydperk van sy skorsing aan hom betaal word: Met dien verstande dat as sy graad ingevolge genoemde paragraaf (d) verlaag word, hy so gou doenlik toegelaat moet word om diens in 'n pos van die verlaagde graad te aanvaar, en moet aan hom vir die tydperk van skorsing die emolumente van daardie pos betaal word, maar as hoër emolumente as die emolumente van daardie pos aan hom gedurende die tydperk van sy skorsing ingevolge subregulasie (5) betaal is, hy nie verplig is om die verskil terug te betaal nie.

(31) 'n Amptenaar wat ingevolge subregulasie (4) in sy diens geskors is, of teen wie 'n aanklag ingevolge hierdie regulasie ingebring is, en wat uit die diens van die Raad bedank of ander werk aanvaar voordat bedoelde aanklag finaal ooreenkomstig die bepalings van hierdie regulasie afgehandel is, word geag weens wangedrag ontslaan te gewees het met ingang van 'n datum wat deur die Voorsitter genoem word, tensy hy voor die ontvangs van sy kennisgewing van bedanking of die datum van sy aanvaarding van ander werk, in kennis gestel is dat geen aanklag teen hom ingebring sal word nie of dat die aanklag wat teen hom ingebring is, teruggetrek is.

Wyse waarop Kennis, ens., Gegee of Verstrekk kan word.

18. Waar daar by hierdie regulasies bepaal word—

(a) dat enige kennisgewing, verklaring of ander dokument aan 'n persoon gegee of verstrekk of beteken moet word of dat enige aangeleentheid skriftelik aan 'n persoon meegedeel moet of kan word, kan die kennisgewing, verklaring, dokument of geskrif per pos in 'n geregistreerde brief aan hom gestuur word of aan hom afgelewer of by sy laaste bekende woonplek gelaat word; of

(b) dat 'n persoon van 'n beslissing of bevinding verwittig moet word, kan hy mondeling of per geskrif wat per pos in 'n geregistreerde brief aan hom gestuur word of aan hom afgelewer of by sy laaste bekende woonplek gelaat word, daarvan verwittig word.

Aanvaarding van Nominasie vir Parlement, Provinsiale Raad, ens.

19. As 'n amptenaar of werknemer 'n nominasie of oproep aanvaar as kandidaat vir verkiesing tot lid van die Parlement, of van enige Provinsiale Raad, afdelingsraad, stadsraad, munisipale raad, dorpsbestuur, gesondheidskomitee, bestuurs- of raadplegende komitee, plaaslike bestuur of skoolraad, word hy geag vrywillig uit die diens van die Raad te bedank het met ingang van die datum waarop hy sodanige nominasie of oproep aanvaar het: Met dien verstande dat waar spesiale omstandighede dit regverdig, die Aksiekomitee, mits hy tevrede is dat daar nie inbreuk op die amptenaar of werknemer se amppligte gemaak sal word nie, die toepassing van die bepalings van hierdie regulasie ten opsigte van die betrokke amptenaar of voltydse werknemer kan intrek.

Aftreding en Ontslag van Amptenaar.

20. (1) 'n Amptenaar het die reg om uit die Raad se diens af te tree wanneer hy die leeftyd van 65 jaar in die geval van 'n manlike amptenaar en 60 jaar in die geval van 'n vroulike amptenaar bereik en word hy aldus afgedank wanneer hy genoemde leeftyd bereik.

and if he is dealt with in accordance with the provisions of paragraph (c) of subregulation (28), he shall as soon as practicable be allowed to assume duty in the post or duties to which he is transferred, and in any such case he shall be paid his full emoluments for the period of his suspension: Provided that if his grade is reduced in terms of the said paragraph (d) he shall as soon as practicable be allowed to assume duty in a post of the reduced grade and be paid for the period of suspension the emoluments of that post, but if emoluments in excess of the emoluments of that post were, during the period of his suspension, paid to him under subregulation (5), he shall not be obliged to refund the excess.

(31) An officer, who has been suspended from duty in terms of subregulation (4), or against whom a charge has been preferred under this regulation, and who resigns from the service of the Council or assumes other employment before such charge has been dealt with to finality in accordance with the provisions of this regulation, shall be deemed to have been discharged on account of misconduct, with effect from a date to be specified by the Chairman, unless prior to the receipt of his notification of resignation or the date of his assumption of other employment he had been notified that no charge would be preferred against him or that the charge preferred against him had been withdrawn.

Manner in which Notices, etc. may be Given or Furnished.

18. Whenever by these regulations it is provided—

(a) that any notice, statement or other document is to be given or furnished to or served upon any person or that any matter is to be or may be conveyed to any person in writing, the notice, statement, document or writing may be sent by post in a registered letter or be delivered to him or left at his last known place of residence; or

(b) that any person is to be informed of any decision or finding, he may be informed thereof verbally or in writing sent by post in a registered letter or delivered to him or left at his last known place of residence.

Acceptance of Nomination for Parliament, Provincial Council, etc.

19. If an officer or employee accepts a nomination or requisition as candidate for election as member of Parliament, or any Provincial Council, divisional council, city council, municipal council, village management board, health committee, management or consultative committee, local authority or school board, he shall be deemed to have voluntarily resigned from the service of the Council with effect from the date on which he accepted such nomination or requisition: Provided that where special circumstances warrant such a course the Action Committee may suspend the application of this regulation to the officer or employee concerned, if it is satisfied that there will be no interference with his official duties.

Retirement and Discharge of Officer.

20. (1) An officer shall have the right to be retired from the service of the Council on attaining the age of 65 years in the case of a male officer and 60 years in the case of a female officer and shall be so retired on reaching the said age.

(2) 'n Amptenaar kan deur die Aksiekomitee uit die Raad se diens ontslaan word—

(a) weens voortdurende swak gesondheid nie deur eie toedoen veroorsaak nie, na ondersoek en verslag deur 'n mediese raad wat ooreenkomstig die bepalings van regulasie 14 benoem is;

(b) weens ongeskiktheid vir sy pligte of onvermoë om hulle op bekwame wyse uit te voer;

(c) weens oortolligheid, afskaffing van sy pos of reorganisasie:

Met dien verstande dat in die geval van 'n amptenaar wie se diens om enige van bogenoemde redes binne 10 jaar onmiddellik voor sy aftree-ouderdom beëindig word, die Aksiekomitee, in oorleg met die beherende liggaam wat vir enige pensioen- of voorsorgfonds of onderstandskema ingestel ingevolge artikel *een-en-twintig* van die Wet saamgestel is, sodanige diensbeëindiging kan bepaal as aftreding vir die doel om die voordele vermeld in regulasie 23 toe te pas.

Verpligte Lidmaatskap van Pensioen- of Voorsorgfonds.

21. Elke amptenaar moet 'n lid word van en bydra tot enige pensioen- of voorsorgfonds ingestel ingevolge die bepalings van artikel *een-en-twintig* van die Wet en die Aksiekomitee kan van enige voltydse werknemer vereis om lid te word van en by te dra tot enige sodanige fonds mits hy vir lidmaatskap kwalifiseer.

Verpligte Lidmaatskap van Geneeskundige Hulpkema.

22. (1) Elke amptenaar moet 'n lid word van en bydra tot enige geneeskundige hulpkema ingestel ingevolge die bepalings van artikel *een-en-twintig* van die Wet of aangewys deur die Aksiekomitee: Met dien verstande dat die Aksiekomitee 'n getroude vroulike amptenaar kan vrystel van verpligte lidmaatskap van sodanige skema.

(2) Die Aksiekomitee kan van enige voltydse werknemer vereis om 'n lid te word van en by te dra tot enige geneeskundige hulpkema ingestel, of reeds in stand, soos bepaal by artikel *een-en-twintig* van die Wet.

Voordele aan Amptenare en Voltydse Werknemers by Afsterwe of Aftreding.

23. By die afsterwe of aftreding van 'n amptenaar of voltydse werknemer word die voordele van toepassing op hom, soos bepaal ooreenkomstig enige fonds, hulpvereniging of skema ingestel ingevolge artikel *een-en-twintig* van die Wet, en ooreenkomstig die reëls van sodanige fonds, hulpvereniging of skema, betaal.

Administrasie van Pensioen- en Voorsorgfondse.

24. (1) 'n Pensioen- of voorsorgfonds ingestel ingevolge artikel *een-en-twintig* van die Wet word bestuur deur 'n Raad van Trustees wat saamgestel is ooreenkomstig die reglement van sodanige pensioen- of voorsorgfonds.

(2) Die Raad van Trustees bestuur sodanige fonds of fondse ooreenkomstig die reëls daarvan.

DEEL III.

BESOLDIGING VAN AMPTENARE EN WERKNEMERS.

Salaries van Amptenaar of Werknemer by Aanstelling of Bevordering.

25. 'n Amptenaar of werknemer moet, by aanstelling in of bevordering tot 'n pos, besoldig word ooreenkomstig die beginsalaris op die minimum kerf van die skaal wat op die pos van toepassing is: Met dien verstande dat, met die goedkeuring van die Aksiekomitee en met inagneming

(2) An officer may be discharged by the Action Committee from the service of the Council—

(a) on account of continued ill-health occasioned without own default, after examination and report by a Medical Board appointed in accordance with the provisions of regulation 14;

(b) on account of unfitness for his duties, or incapacity to carry them out efficiently;

(c) owing to redundancy, abolition of his post or reorganisation:

Provided that the Action Committee may in the case of an officer whose services are terminated for any of the above reasons within a period of ten years immediately preceding his retirement age, in consultation with the governing body constituted for any pension or provident fund or benefit scheme established in terms of section *twenty-one* of the Act, determine such termination of service as retirement for the purpose of applying the benefits referred to in regulation 23.

Compulsory Membership of Pension or Provident Fund.

21. Every officer shall become a member of and contribute to any pension or provident fund established under section *twenty-one* of the Act and the Action Committee may require any full-time employee to become a member of and contribute to any such fund provided he is qualified for membership thereof.

Compulsory Membership of Medical Benefit Scheme.

22. (1) Every officer shall become a member of and contribute to any medical benefit scheme established under section *twenty-one* of the Act or named by the Action Committee: Provided that the Action Committee may exempt a married female officer from compulsory membership of such a scheme.

(2) The Action Committee may require any full-time employee to become a member of and contribute to any medical benefit scheme established or carried on as provided for in section *twenty-one* of the Act.

Benefits of Officers and Full-time Employees upon Death or Retirement.

23. Upon the death or retirement of an officer or full-time employee benefits applicable to him determined in accordance with any fund or benefit society or scheme established in terms of section *twenty-one* of the Act, and in accordance with the rules of such fund, benefit society or scheme, shall be paid.

Administration of Pension or Provident Funds.

24. (1) Any pension or provident fund established under section *twenty-one* of the Act shall be administered by a Board of Trustees constituted in accordance with the rules of such pension or provident fund.

(2) The Board of Trustees shall administer such fund or funds in accordance with the rules thereof.

PART III.

REMUNERATION OF OFFICERS AND EMPLOYEES.

Salary of Officer or Employee on Appointment or Promotion.

25. Upon appointment or promotion to a post an officer or employee shall be paid a commencing salary at the minimum notch of the salary scale attached thereto: Provided that with the approval of the Action Committee he may be paid a commencing salary at any notch of

van sy ondervinding en kwalifikasies, hy 'n beginsalaris ooreenkomstig enige kerf van daardie skaal betaal kan word: Met dien verstande verder dat as daar, volgens die mening van die Aksiekomitee, by 'n amptenaar of werknemer se aanstelling in of bevordering tot 'n pos redes vir sodanige optrede bestaan, die Aksiekomitee die amptenaar of werknemer op 'n kerf of salarisskaal kan aanpas in ooreenstemming met 'n skaal van toepassing op 'n pos wat laer is as die pos waarin hy aangestel of waartoe hy bevorder is.

Persoonlike Salaris of Salarisskaal van Amptenaar in Buitengewone Gevalle.

26. In buitengewone gevalle en behoudens die goedkeuring van die Minister in oorleg met die Minister van Finansies kan die Aksiekomitee aan 'n amptenaar wat spesiale kwalifikasies, ondervinding of bekwaamheid besit of dienste van uitstaande gehalte lewer, 'n persoonlike salaris of 'n persoonlike salarisskaal toeken wat hoër is as die maksimum kerf van die skaal van toepassing op die pos wat deur hom bekleed word.

Salarisverhogings van Amptenaar of Werknemer.

27. (1) Behoudens die bepalinge van subregulasie (2) word die salaris van 'n amptenaar of werknemer verhoog met 1 salarisverhoging binne die perke van die skaal wat op hom van toepassing is, na die voltooiing van elke verhogingstydperk en wel met ingang van die eerste dag van sodanige amptenaar of werknemer se verhogingsmaand: Met dien verstande dat, in 'n geval van buitengewone verdienste, die Aksiekomitee meer as een salarisverhoging aan 'n amptenaar of werknemer kan toeken binne genoemde salarisskaal op enige tydperk gedurende 'n tydperk van 12 maande.

(2) As die Aksiekomitee van mening is dat 'n amptenaar of werknemer se gedrag met betrekking tot ywer, dissipline, stiptheid of matigheid gedurende 'n verhogingstydperk nie deurgaans bevredigend was nie, of dat hy sy werk gedurende sodanige verhogingstydperk nie deurgaans op 'n bevredigende wyse verrig het nie, word die salaris van sodanige amptenaar of werknemer nie kragtens die bepalinge van subregulasie (1) verhoog nie en moet die Aksiekomitee sodanige amptenaar of werknemer skriftelik dienooreenkomstig verwittig asook dat by verstryking van 'n aaneenlopende tydperk wat aangedui moet word en wat nie langer as 'n verhogingstydperk is nie, op voorwaarde dat as die amptenaar of werknemer se werk verrigting en gedrag, met betrekking tot die vermelde eienskappe, deur die Aksiekomitee as bevredigend gedurende sodanige tydperk beskou word, die Aksiekomitee 'n salarisverhoging moet toestaan met ingang van die eerste dag van die maand wat volg op die datum waarop die aaneenlopende tydperk verstryk: Met dien verstande dat as spesiale omstandighede dit regverdig, die Aksiekomitee die oorspronklike verhogingsdatum van die amptenaar of werknemer binne die perke van die salarisskaal wat op hom van toepassing is, kan herstel.

(3) Geen amptenaar of werknemer is daarop geregtig om die betaling van 'n salarisverhoging te eis nie.

(4) Die uitdrukking „verhogingstydperk” beteken in hierdie regulasies 'n tydperk van 12 kalendermaande of 'n ander goedgekeurde tydperk wat met betrekking tot enige amptenaar of werknemer moet verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word, en „verhogingsmaand” beteken die maand waarin die salaris van 'n amptenaar of werknemer verhoog kan word volgens die skaal wat op hom van toepassing is.

that scale according to his qualifications and experience: Provided further that if, upon the appointment or promotion of an officer or employee to a post, there are, in the opinion of the Action Committee, reasons for such a step, it may grant to such officer or employee a salary and a salary scale according to the salary scale applicable to a post lower than that to which he is appointed or promoted.

Personal Salary or Salary Scale of Officer in Exceptional Cases.

26. Subject to the approval of the Minister in consultation with the Minister of Finance the Action Committee may in an exceptional case grant an officer a personal salary or a personal salary scale in excess of the maximum of the scale applicable to the post occupied by him where he possesses special qualifications, experience or ability or renders service of outstanding merit.

Salary Increments of Officer or Employee.

27. (1) Subject to the provisions of subregulation (2) the salary of an officer or employee shall be increased by 1 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: Provided that in a case of exceptional merit the Action Committee may grant an officer or employee more than one increment in salary within the said salary scale at any time during a period of 12 months.

(2) If the Action Committee considers that an 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 subregulation (1) and the Action Committee shall notify such officer or employee accordingly in writing and also that at the expiry of a continuous period to be indicated and which shall be not longer than an incremental period, on condition that the officer's or employee's work performance and his conduct in regard to the qualities mentioned are considered by the Action Committee to have been satisfactory during such period, the Action Committee shall grant a salary increment with effect from the first day of the month following the date on which the said continuous period expired: Provided that if special circumstances merit such a course the Action Committee may restore the original incremental date of the officer or employee within his scale.

(3) No officer or employee shall be entitled to claim the payment of a salary increment as of right.

(4) The expression “incremental period” contained in this regulation means a period of 12 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, and the expression “incremental month” means the month during which the salary of an officer or employee may be increased in accordance with that scale.

Bonus vir Dienste van Uitstaande Aard en Studiebeurse.

28. (1) Op aanbeveling van die Aksiekomitee indien hy van mening is dat 'n besondere diens gelewer deur 'n amptenaar of werknemer van so 'n uitstaande aard is dat dit wesenlik bygedra het tot die werkverrigting van die Raad in die vervulling van sy doelstellings of die uitvoering van sy funksies of pligte of die uitvoering van sy gesag kragtens die Wet, kan die Minister in oorleg met die Minister van Finansies goedkeuring verleen vir die toekenning van 'n bonus aan sodanige amptenaar of werknemer.

(2) Die Minister kan op aanbeveling van die Aksiekomitee en in oorleg met die Minister van Finansies, onderworpe aan sodanige voorwaardes as wat hy mag bepaal, 'n beurs toeken aan 'n amptenaar of voltydse werknemer vir die voortsetting van sy studies.

Besoldiging van Kontrakwerknemer.

29. Ondanks die bepalings van regulasie 25, word 'n kontrakwerknemer besoldig volgens die kontrak aangegaan tussen hom en die Voorsitter of die Adjunk-voorsitter wat met die goedkeuring van die Aksiekomitee optree.

Waarnemende Toelae.

30. Wanneer 'n pos van kantoorhoof vakant is of die bekleër daarvan afwesig is en die pligte verbonde aan sodanige pos wat addisionele verantwoordelikheid meebring, deur 'n amptenaar of werknemer wat in 'n laer besoldigde pos dien en nie lid van die aflospersoneel is nie, vir 'n aaneenlopende tydperk van meer as 90 dae waargeneem word, kan die Aksiekomitee, as hy van mening is dat die bykomende verantwoordelikhede van genoegsame belang is, dit goedkeur dat 'n waarnemende toelae, wat nie meer is as die verskil tussen die waarnemende amptenaar of werknemer se salaris en die minimum kerf van die skaal wat aan die pos waarin hy waarneem, verbonde is, of die besoldiging verbonde aan die pos, as daar geen skaal voor bestaan nie, ten opsigte van die volle tydperk aan hom betaal word.

Salaris of Loon nie Sederbaar nie.

31. Die salaris of loon word aan die amptenaar of werknemer wat daarop geregtig is, persoonlik betaal en dit is nie sonder die toestemming van die Hoofbestuurder aan enige ander persoon of persone sederbaar nie.

Metode van Betaling van Salaris of Loon.

32. Die salaris word maandeliks op 'n agterstallige basis aan 'n amptenaar betaal en salaris of loon word insgelyks aan 'n werknemer betaal: Met dien verstande dat betaling aan 'n werknemer by tussenpose wat uit die aard van sy werksaamhede die paslikste geag word, soos deur die Hoofbestuurder bepaal, kan geskied. Geen voorskot op salaris of loon word gemaak nie behalwe in buitengewone gevalle en soos goedgekeur deur die Hoofbestuurder of 'n amptenaar deur hom daartoe gemagtig.

Vakansiebesparingsbonus.

33. Aan elke amptenaar of voltydse werknemer kan, na goedvinde van die Aksiekomitee, 'n vakansiebesparingsbonus betaal word op sodanige voorwaardes en bereken op sodanige basis soos bepaal deur die Minister in oorleg met die Minister van Finansies.

DEEL IV.**DIENSURE EN OORTYDBESOLDIGING.***Amptelike Diensure.*

34. Die gewone amptelike diensure wat deur amptenare en voltydse werknemers nagekom moet word, word van tyd tot tyd deur die Aksiekomitee voorgeskryf.

Bonus for Service of Outstanding Merit and Study Bursaries.

28. (1) On the recommendation of the Action Committee, if it considers that a particular service rendered by an officer or employee is of outstanding merit and has contributed appreciably to the work of the Council in the carrying out of its objects or the performance of its functions or duties or the exercise of its powers under the Act, the Minister may, in consultation with the Minister of Finance, approve the grant of a bonus to such officer or employee.

(2) The Minister may on the recommendation of the Action Committee and in consultation with the Minister of Finance, subject to such conditions as he may determine, grant an officer or full-time employee a bursary for the continuation of his studies.

Remuneration of Contract Employee.

29. Notwithstanding the provisions of regulation 25, a contract employee shall be paid in accordance with the contract entered into between him and the Chairman or the Deputy Chairman acting with the approval of the Action Committee.

Acting Allowance.

30. Where a post of head of office is vacant or the occupant thereof is absent therefrom and the duties of that post are discharged for a consecutive period in excess of 90 days by an officer or employee, not being a member of the relieving staff, who serves in a lower graded post and such duties impose upon him additional responsibilities, the Action Committee may if it considers that the additional responsibilities are of sufficient importance, approve payment to him of an acting allowance in respect of the whole of such period, not exceeding the difference between his salary and the minimum notch of the salary scale attaching to the post in which he acts or the salary attaching to that post if there is no salary scale.

Salary or Wage not Assignable.

31. Salary or wage shall be paid to the officer or employee entitled thereto personally and shall be incapable of being assigned to any other person or persons except with the approval of the General Manager.

Method of Payment of Salary or Wage.

32. Salary shall be paid to an officer monthly in arrear and salary or wage shall likewise be so paid to an employee: Provided that payment may be made to an employee at intervals most appropriate in the circumstances of his employment as determined by the General Manager. No advance on account of salary or wage shall be made except with the approval given in an exceptional case, of the General Manager or officer duly authorised by him.

Vacation Savings Bonus.

33. Every officer or full-time employee may in the discretion of the Action Committee be paid a vacation savings bonus on such conditions and calculated on such basis as the Minister may in consultation with the Minister of Finance determine.

PART IV.**HOURS OF ATTENDANCE AND OVERTIME REMUNERATION.***Official Hours of Attendance.*

34. The normal official working hours which shall be observed by officers and full-time employees shall be prescribed by the Action Committee from time to time.

Diens op Enige Tyd of Plek.

35. (1) Die kantoorhoof kan van 'n amptenaar of voltydse werknemer vereis om op enige dag van die week of op enige tyd van die dag of nag by sy gewone werkplek of elders teenwoordig te wees om amptelike diens te verrig.

(2) Wanneer 'n amptenaar of voltydse werknemer sodanige amptelike diens verrig het of aanwesig was—

(a) (i) op 'n Saterdag of 'n Sondag of openbare feesdag in die geval van 'n amptenaar of voltydse werknemer wat nie normaalweg op sodanige dag werk nie; of

(ii) wat gewoonlik op 'n Saterdag, Sondag of openbare feesdag werk en in plaas daarvan op 'n ander dag van diens vrygestel word op sodanige ander dag;

(b) bo en behalwe die dae waarop hy gewoonlik werk gedurende die diensweek soos bepaal by regulasie 34.

word dit vir die toepassing van regulasie 36 as oortyd-diens beskou en geen amptenaar of voltydse werknemer ontvang addisionele vergoeding nie, behalwe soos by daardie regulasie bepaal.

Oortydbesoldiging.

36. Die Aksiekomitee kan, in 'n besondere geval, die betaling van addisionele besoldiging, bereken teen sodanige tariewe as wat deur die Minister in oorleg met die Minister van Finansies goedgekeur is, aan 'n amptenaar of voltydse werknemer magtig ten opsigte van oortyd-diens deur hom verrig in omstandighede soos omskryf by regulasie 35.

Vaste Oortydtoelae.

37. Die Aksiekomitee kan in 'n buitengewone geval waar die dienste van 'n amptenaar of voltydse werknemer van so'n aard is dat dit geregverdig is, oortydbesoldiging op 'n vaste grondslag betaal teen tariewe wat die Minister in oorleg met die Minister van Finansies paslik ag ten opsigte van oortyd-diens deur hom verrig.

Amptenare en Voltydse Werknemers Moet al hulle Tyd ter Beskikking van die Raad Stel.

38. Elke amptenaar en voltydse werknemer moet al sy tyd ter beskikking van die Raad stel en moet gedurende sy amptelike diensure en tydperke van oortyd-diens sy volle aandag wy aan die pligte wat aan hom toevertrou word en mag nie van sy kantoor of werkplek gedurende sy amptelike diensure of tydperke van oortyd-diens sonder toestemming van sy kantoorhoof afwesig wees nie.

Onvermoë om Stiptelik vir Diens aan te Meld.

39. Wanneer 'n amptenaar of werknemer nie in staat is om hom op die bepaalde tyd vir diens aan te meld nie, moet hy sy kantoorhoof so spoedig moontlik daarvan in kennis stel.

Kantoorhoof Verantwoordelik vir Nakoming van Amptelike Diensure deur Personeel.

40. Die kantoorhoof is verantwoordelik vir die nakoming van die amptelike diensure deur die personeel onder sy beheer.

Bywoningsregister.

41. 'n Bywoningsregister moet gehou word waarin elke amptenaar of voltydse werknemer wat 'n kleiner salaris of loon ontvang as dié wat deur die Aksiekomitee bepaal word, persoonlik die tyd van sy aankoms by en vertrek van sy werkplek moet aanteken: Met dien verstande dat in die geval van 'n amptenaar of voltydse werknemer wat onder omstandighede dien wat, na die mening van die

Duty at any Time or Place.

35. (1) The head of office may require an officer or full-time employee to be in attendance or perform official duty on any day of the week or at any time during the day or night at his normal place of work or elsewhere.

(2) When such attendance was undertaken or duty was performed by an officer or full-time employee—

(a) (i) on a Saturday, a Sunday or on a public holiday in the case of an officer or full-time employee who does not normally work on such day; or

(ii) who normally works on a Saturday, a Sunday or on a public holiday and in lieu thereof is relieved from duty on another day, on such other day;

(b) over and above the days on which he normally works during the working week prescribed for him as provided by regulation 34,

it shall for the purpose of regulation 36 be regarded as overtime duty, and no officer or full-time employee shall receive additional remuneration in respect thereof except as provided by that regulation.

Overtime Remuneration.

36. The Action Committee may, in a particular case, authorise payment of additional remuneration, calculated at such rates as the Minister may in consultation with the Minister of Finance approve, to an officer or full-time employee in respect of overtime duty performed by him in the circumstances described by regulation 35.

Commuted Overtime Allowance.

37. The Action Committee may, in an exceptional case where the duties of an officer or full-time employee are of a nature to warrant it, authorise payment to him of a commuted allowance calculated at such rate as the Minister in consultation with the Minister of Finance deems appropriate in respect of overtime duty performed by him.

Whole Time of Officers and Full-time Employees to be at the Disposal of the Council.

38. Every officer and full-time employee shall place the whole of his time at the disposal of the Council and shall during his official hours of attendance and any periods of overtime duty give his full attention to the duties entrusted to him and 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 any periods of overtime duty.

Inability to Report Punctually for Duty.

39. In the event of an officer or employee being unable to report for duty at the due time he shall inform the head of his office at the earliest opportunity.

Head of Office Responsible for Observance by Staff of Official Hours of Attendance.

40. The head of office shall be responsible for the observance by the staff under his control of the official hours of attendance.

Attendance Register.

41. An attendance register shall be kept in which every officer and full-time employee in receipt of a salary or wage less than that specified by the Action Committee shall personally record the time of his arrival at and departure from his place of work: Provided that in the case of an officer or full-time employee who is serving in circumstances which in the opinion of the General

Hoofbestuurder, die hou van sodanige aantekening van sy bywoning onprakties maak, kan die Hoofbestuurder hom van hierdie bepaling onthef of sodanige ander reëlings tref wat hy geskik ag ten einde te verseker dat die amptelike diensure, van toepassing op sodanige amptenaar of voltydse werknemer, nagekom word.

DEEL V.

PLIGTE VAN PERSONEEL.

Pligte van die Hoofbestuurder.

42. Benewens enige werksaamhede of pligte wat wettiglik aan hom opgedra of hom opgelê word, is die Hoofbestuurder aan die Aksiekomitee verantwoordelik vir die handhawing van dissipline van die personeel van die Raad, vir doeltreffende administrasie en vir die behoorlike gebruik en versorging van die eiendom van die Raad en moet hy ook aan die Aksiekomitee verantwoording doen vir alle uitgawes uit die fonds.

Pligte van Kantoorhoofde.

43. Benewens die pligte aan hom opgedra deur die Hoofbestuurder, is die kantoorhoof verantwoordelik vir die handhawing van dissipline en doeltreffende administrasie en vir die behoorlike gebruik en versorging van die eiendom van die Raad in sy kantoor of werkplek.

Wanneer Bywoning van Hof of Huurraad Amptelike Diens is.

44. (1) 'n Amptenaar of werknemer word geag op amptelike diens te wees wanneer hy verskyn as—

- (a) getuie in 'n kriminele hofsak;
- (b) getuie of verweerder in 'n siviele hofsak (insluitende 'n egskedingsak);
- (c) getuie of gedaagde by 'n huurraadondersoek; en
- (d) getuie voor 'n krygsraad,

en sodanige amptenaar of werknemer kan verblyftoelae betaal word teen die toepaslike tariewe ingevolge hierdie regulasies as sodanige verskynning afwesigheid vanaf sy hoofkwartier meebring. Enige getuiegeld deur hom ontvang moet in die fonds gestort word.

(2) Hierdie regulasie is nie van toepassing wanneer 'n amptenaar of werknemer die eiser in 'n siviele hofsak (insluitende 'n egskedingsak) is of die persoon is wat die inisiatief in 'n huurraadondersoek neem nie.

Gehoorsaamheid.

45. 'n Amptenaar of werknemer moet dadelik 'n wet-tige bevel wat aan hom gegee is deur 'n persoon wat die bevoegdheid het om dit te gee, onvoorwaardelik gehoorsaam en kan eis dat sodanige bevel skriftelik herhaal word na gehoorsaming daarvan en hy kan enige klagte wat hy in verband daarmee het, skriftelik aan sodanige bevoegde persoon voorlê vir beslissing deur die Hoofbestuurder, en sodanige bevoegde persoon moet dan die klagte, tesame met enige kommentaar wat hy wil lewer, langs die amptelike kommunikasiekanale, aan die Hoofbestuurder voorlê en as die amptenaar of werknemer nie met die Hoofbestuurder se beslissing tevrede is nie, kan hy eis dat die saak aan die Aksiekomitee vir finale beslissing voorgelê word.

Amptelike Kommunikasiekanale.

46. 'n Amptenaar of werknemer moet 'n versoek of mededeling deur bemiddeling van sy kantoorhoof aan die Hoofbestuurder rig, en 'n versoek of mededeling van 'n amptenaar of werknemer oor enige aangeleentheid wat binne die bestek van die Raad of die Aksiekomitee se bevoegdhede, werksaamhede of pligte val, moet aan die

Manager render the keeping of such a record of his attendance impracticable the General Manager may exempt him from this requirement or may make such other arrangements as he may consider adequate to ensure that the official hours of attendance applicable to such officer or full-time employee are observed by him.

PART V.

DUTIES OF STAFF.

Duties of General Manager.

42. In addition to any functions or duties lawfully assigned to or imposed upon him the General Manager shall be responsible to the Action Committee for maintenance of discipline of the staff of the Council, for the maintenance of efficient administration and for the proper use and care of the property of the Council and shall also be responsible to the Action Committee for accounting for all expenditure from the fund.

Duties of Heads of Offices.

43. In addition to the duties assigned to him by the General Manager the head of office shall be responsible to the General Manager for maintaining discipline and efficient administration and for the proper use and care of the property of the Council in his office or place of work.

When Attendance at Court or Rent Board is Official Duty.

44. (1) An officer or employee is regarded as being on official duty if he appears as—

- (a) a witness in a criminal court case,
- (b) a witness or respondent in a civil court case (including a divorce case),
- (c) a witness or respondent at a rent board enquiry, and
- (d) a witness at a court martial

and such officer or employee may be paid subsistence allowance at the appropriate rate in terms of these regulations if such appearance involves an absence from his headquarters. Any witness fees received by him shall be paid into the fund.

(2) This regulation shall not apply where an officer or employee is the plaintiff in a civil court case (including a divorce case) or where he takes the initiative in a rent board enquiry.

Obedience.

45. An officer or employee shall forthwith obey unconditionally a lawful instruction given to him by a person who is competent to do so, and may after having carried out the instruction demand that it be repeated in writing and may in writing submit to such competent person for decision by the General Manager any complaint he may have in connection therewith and the said competent person shall, through the official channels of communication, transmit it together with any comments he may wish to make, to the General Manager, and if the officer or employee is not satisfied with the decision of the General Manager he may demand that the matter be referred to the Action Committee for final decision.

Official Channels of Communication.

46. A request or communication from an officer or employee addressed to the General Manager shall be transmitted to him through the medium of the head of his office and a request or communication from an officer or employee in connection with any matter falling within the scope of the Council's or the Action Committee's

Hoofbestuurder gerig en langs dieselfde kanale aan hom voorgelê word en indien hy daartoe deur die amptenaar of werknemer versoek word, moet hy dit aan die Aksiekomitee vir belissing voorlê.

Private Geldelike Transaksies.

47. (1) Vir skikkingsdoeleindes mag 'n amptenaar of voltydse werknemer nie medepligtig wees aan enige vorm van skuldbewys nie: Met dien verstande dat die Hoofbestuurder, of, in die geval van die Hoofbestuurder, die Voorsitter, skriftelike toestemming daartoe kan verleen dat daar van die bepalings van hierdie regulasie afgewyk kan word as hy homself deur ondersoek oortuig het dat die voorgenome transaksie aangegaan word om aanneemlike redes wat niks te doen het nie met spekulatie, dobbelary of enige onbehoorlike handeling wat die betrokke amptenaar of voltydse werknemer in geldelike moeilikheid kan laat kom: Met dien verstande, verder, dat sodanige toestemming nie ten opsigte van 'n transaksie tussen twee amptenare, 'n amptenaar en 'n voltydse werknemer of 2 voltydse werknemers verleen mag word nie.

(2) Geen amptenaar of voltydse werknemer mag geld aan 'n ander amptenaar of voltydse werknemer leen nie.

Aanneem van Geskenke, Kommissie, Geld of Beloning.

48. (1) 'n Amptenaar of werknemer mag nie sonder die toestemming van die Aksiekomitee, 'n geskenk, geldelik of andersins, aanneem wat hom deur 'n lid van die publiek aangebied word uit hoofde daarvan dat hy 'n bepaalde amp of pos in die diens van die Raad beklee of beklee het nie.

(2) 'n Amptenaar of werknemer mag nie sonder die toestemming van die Aksiekomitee, enige kommissie, geld of beloning, geldelik of andersins (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 Aksiekomitee die aanbod van so 'n kommissie, geld of beloning te rapporteer nie.

Beantwoording van Vrae.

49. 'n Amptenaar of werknemer moet uitdruklik antwoord op 'n wettige vraag wat aan hom gestel word deur 'n persoon wat die bevoegdheid het om so 'n vraag aan hom te stel: Met dien verstande dat 'n amptenaar of werknemer nie verplig is om 'n antwoord wat hom kan inkrimineer, op 'n vraag te verstrek nie.

Kennisgewing van Verandering van Huwelikstaat van Amptenaar of Werknemer.

50. 'n Amptenaar of werknemer moet die Hoofbestuurder in kennis stel van enige verandering in sy of haar huwelikstaat.

DEEL VI.

AMPTELIKE REISE, VERVOERUITGAWES EN VERBLYFTOELAE.

Reise Binne die Republiek.

51. Alle amptelike reise nodig en in belang van die Raad wat binne die Republiek deur amptenare of werknemers op koste van die fonds onderneem word, is onderhewig aan goedkeuring deur die Hoofbestuurder of 'n amptenaar behoorlik deur hom daartoe gemagtig: Met dien verstande dat alle sodanige amptelike reise wat deur die Hoofbestuurder onderneem word, onderhewig is aan goedkeuring deur die Voorsitter.

powers, functions or duties shall be addressed to the General Manager and transmitted to him through the same medium and the General Manager, if requested to do so by the officer or employee, shall submit it to the Action Committee for decision.

Private Financial Transactions.

47. (1) An officer or full-time employee shall not become a party to any form of promisory note for compromising purposes: Provided that the General Manager or in the case of the General Manager, the Chairman, may give his written consent to a departure from the provisions of this regulation if he has satisfied himself after investigation that the proposed transaction is being entered into for reasons acceptable to him not connected with speculation, gambling or other improper dealing which may lead to pecuniary embarrassment of the officer or full-time employee concerned: Provided further than such consent shall not be given in respect of a transaction between 2 officers, an officer and a full-time employee or 2 full-time employees.

(2) No officer or full-time employee shall lend money to another officer or full-time employee.

Acceptance of Gifts, Commission, Money or Reward.

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

(2) An officer or employee shall not, without the permission of the Action Committee, 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 Action Committee the offer of such commission, fee or reward.

Replying to Questions.

49. 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 is not compelled to furnish to a question a reply which may incriminate him.

Giving Notice of Change of Marital Status of Officer or Employee.

50. An officer or employee shall, upon any change in his or her marital status, give the General Manager notice thereof.

PART VI.

OFFICIAL TRAVELLING AND TRANSPORT EXPENSES AND SUBSISTENCE ALLOWANCE.

Journeys Within the Republic.

51. All official journeys at the cost of the fund within the Republic of officers or employees which are necessary and in the interests of the Council shall be subject to approval by the General Manager or by an officer duly authorised by him: Provided that all such official journeys undertaken by the General Manager shall be subject to approval by the Chairman.

Reise buite die Grense van die Republiek.

52. Alle amptelike reise deur amptenare of werknemers buite die grense van die Republiek is onderhewig aan die goedkeuring van die Minister op aanbeveling van die Aksiekomitee.

Vervoeruitgawes.

53. Behoudens die bepalings van hierdie deel, kan 'n amptenaar of werknemer van wie dit vereis word dat hy in amptelike diens moet reis, die uitgawes verbonde aan die vervoer van hom en sy noodsaaklike persoonlike bagasie, asook redelike uitgawes wat in verband met huurmotors (as vervoermiddels van die Raad nie beskikbaar is nie) kruiersloon, inskeping en ontskeping en ander bykomstige dienste aangegaan, op die fonds verhaal.

Vervoermiddels wat Gebruik moet word.

54. (1) Wanneer 'n amptelike reis ingevolge hierdie deel goedgekeur is, moet die vervoermiddels wat gebruik gaan word, en in die geval van 'n amptelike treinreis, die treindiens, die aard van die akkommodasie daarop en die roete wat gevolg sal word, gespesifiseer word.

(2) Amptelike reise moet op die mees ekonomiese basis beplan en behoorlike oorweging aan die noodsaaklikheid van elke geval geskenk word by die vasstelling van die vervoermiddel wat gebruik gaan word, hetsy op land, ter see of in die lug.

(3) Behoudens die bepalings van regulasie 55 moet alle amptelike reise per openbare vervoermiddel onderneem word.

Voorwaardes by die Gebruik van Private Vervoer vir Amptelike Reise.

55. Wanneer die Raad se eie vervoermiddels of openbare vervoer nie beskikbaar of gerieflik is nie en 'n amptenaar of werknemer vrywillig aanbied om van sy private vervoer gebruik te maak vir die aflegging van 'n amptelike reis, kan die Voorsitter, in die geval van die Hoofbestuurder, of die Hoofbestuurder in die geval van enige ander amptenaar of werknemer, goedkeuring verleen vir die gebruik van sy private vervoer vir die aflegging van 'n amptelike reis op voorwaardes deur die Aksiekomitee bepaal.

Toelaes vir die Gebruik van Private Vervoer vir Amptelike Reise.

56. Wanneer 'n amptenaar of werknemer vrywillig gebruik maak van sy private vervoer vir die aflegging van 'n amptelike reis of reise, soos bepaal by regulasie 55, kan die myl- en passasierstoelaes ten opsigte van 'n bepaalde reis teen die tariewe soos deur die Minister in oorleg met die Minister van Finansies bepaal, of waar die aard van sy pligte dit van hom vereis om dikwels amptelike reise te onderneem, 'n vaste vervoertoelae teen die tariewe soos deur die Minister in oorleg met die Minister van Finansies goedgekeur en volgens die voorwaardes deur die Aksiekomitee bepaal, aan hom uit die fonds betaal word.

Betaling van Vaste Vervoertoelae gedurende Tydperke van Verlof en terwyl die Amptenaar of Werknemer Pligte Verrig waarby die Gebruik van Vervoer nie Noodsaaklik is nie.

57. Die betaling aan 'n amptenaar of werknemer van 'n vaste vervoertoelae vir die gebruik van 'n motorvoertuig kragtens die bepalings van regulasie 56, word voortgesit vir 'n tydperk van gesamentlik hoogstens 14 dae in 'n aanlopende tydperk van 12 maande, terwyl hy met verlof is of ander pligte verrig wat nie die gebruik van sodanige vervoer vereis nie.

Journeys Beyond the Borders of the Republic.

52. All official journeys beyond the borders of the Republic of officers or employees shall be subject to approval by the Minister on the recommendation of the Action Committee.

Transport Expenses.

53. Subject to the provisions of this Part, an officer or employee who is required to travel on official duty may be reimbursed from the fund the cost of conveying himself and his necessary personal luggage as well as reasonable expenditure incurred in connection with taxi hire (if transport owned by the Council is not available), portorage, landing or shipping fees and other incidental services.

Means of Transport to be Used.

54. (1) When an official journey is approved in terms of this Part the means of transport to be used and in the case of an official journey by train, the train service and the nature of the accommodation thereon and the route to be followed shall be specified.

(2) Official journeys shall be planned on the most economical basis. Due consideration shall be given to the exigencies of each case in determining the means of transport to be used whether by land, sea or air.

(3) Except as provided by regulation 55 official journeys shall be undertaken by means of public transport.

Conditions regarding the Use of Privately Owned Transport for Official Journeys.

55. Where transport owned by the Council or where public transport is not available or convenient and an officer or employee voluntarily offers to use his privately owned transport for the performance of an official journey, approval may be given by the Chairman in the case of the General Manager or by the General Manager in the case of any other officer or employee, for the use of his privately owned transport for the performance of an official journey on such terms and conditions as are determined by the Action Committee.

Allowances for the Use of Privately Owned Transport for Official Journeys.

56. When an officer or employee voluntarily uses his privately owned transport for the performance of an official journey or journeys, as provided in regulation 55, he may be paid from the fund the mileage and passenger allowances in respect of a particular journey at the rates determined by the Minister in consultation with the Minister of Finance or where the nature of his duties requires him to perform frequent official journeys, a transport allowance on a commuted basis at the rates approved by the Minister in consultation with the Minister of Finance and subject to the conditions determined by the Action Committee.

Payment of Commuted Transport Allowance During Periods of Leave and whilst the Officer or Employee performs Duties not Necessitating the use of Transport.

57. The payment to an officer or employee of a commuted transport allowance in respect of the use of a motor vehicle, in terms of the provisions of regulation 56, shall be continued during a period not exceeding in the aggregate 14 days in any continuous period of 12 months, whilst he is on leave of absence or is performing duties not necessitating the use of such transport.

Onderhoudstoelae en Toevallige Reisuittgawes.

58. (1) Terwyl hy gedurende reise van sy hoofkwartier en sy woning op amptelike pligte afwesig is, kan aan 'n amptenaar of werknemer 'n onderhoudstoelae en toevallige uitgawes uit die fonds betaal word teen die tariewe goedgekeur deur die Minister in oorleg met die Minister van Finansies en onderworpe aan die voorwaardes deur die Aksiekomitee bepaal.

(2) Waar die aard van sy amptelike pligte meebring dat hy dikwels van sy hoofkwartier en woning afwesig moet wees, kan daar aan 'n amptenaar of werknemer, na goedvinde van die Aksiekomitee, 'n vaste onderhoudstoelae soos deur die Minister in oorleg met die Minister van Finansies bepaal, uit die fonds betaal word.

Vorm vir die Indiening van Eise.

59. Aansoeke om die vergoeding van vervoeruitgawes, uitgeslote vaste vervoertoeleae, en aansoeke om die vergoeding van onderhoudstoelae, kragtens die bepalings van hierdie deel, moet gedoen word op 'n vorm wat deur die Aksiekomitee goedgekeur is.

Buitengewone Gevalle.

60. Waar omstandighede 'n afwyking van die bepalings van hierdie deel regverdig, kan die Aksiekomitee, met goedkeuring van die Minister in oorleg met die Minister van Finansies, sodanige vervoer- en/of reistoelae uit die fonds aan 'n amptenaar of werknemer of klasse amptenare of werknemers betaal wat hy in die omstandighede doelmatig ag.

DEEL VII.

OORPLASINGSKOSTE EN VERVOER-
VOORREGTE.

Oorplasing van Amptenaar of Voltydse Werknemer en Vervoer van sy Huishouding en Persoonlike Besittings.

61. Die Aksiekomitee kan 'n amptenaar of voltydse werknemer oorplaas en hy en sy huishouding en persoonlike besittings kan van die een hoofkwartier na 'n ander vervoer word op koste van die fonds in ooreenstemming met die tariewe en bepalings en onderworpe aan die voorwaardes deur die Aksiekomitee bepaal.

Vervoervoorregte by Eerste Aanstelling.

62. (1) Op voorwaardes betreffende vervoermiddels en reisklasse wat ooreenstem met dié wat deur die Aksiekomitee, kragtens die bepalings van Deel VI bepaal word, kan die Hoofbestuurder of 'n amptenaar behoorlik deur hom daartoe gemagtig, goedkeuring daaraan verleen dat aan 'n persoon wat in die Republiek woonagtig is en wat as 'n amptenaar aangestel word, vervoer op koste van die fonds toegestaan word vanaf die plek waar hy gewerf is tot die plek waar hy aangesê is om diens te aanvaar: Met dien verstande dat, wanneer sodanige persoon as Hoofbestuurder aangestel word, die Voorsitter goedkeuring kan verleen dat vervoer op koste van die fonds aan hom toegestaan word vanaf die plek waar hy gewerf is tot by die plek waar hy aangesê is om diens te aanvaar.

(2) Behoudens die bepalings van subregulasie (3) kan die huishouding en persoonlike besittings van 'n persoon in subregulasie (1) bedoel, met die goedkeuring van die Hoofbestuurder of 'n amptenaar behoorlik deur hom daartoe gemagtig, of die Voorsitter, wanneer sodanige persoon as Hoofbestuurder aangestel is, op koste van die fonds vervoer word vanaf die plek waar die persoon gewerf is tot by die plek waar hy aangesê is om diens te aanvaar, op die basis bepaal deur die Aksiekomitee in die geval van 'n amptenaar of voltydse werknemer oorplaas kragtens die bepalings van regulasie 61.

Subsistence Allowance and Incidental Travelling Expenses.

58. (1) While travelling and while absent from his headquarters and his home on official duty an officer or employee may be paid from the fund subsistence allowance and incidental expenses at the rates approved by the Minister in consultation with the Minister of Finance and subject to the conditions determined by the Action Committee.

(2) Where the nature of his duties involves frequent travel and absences from his headquarters and his home on official duty an officer or employee may, in the discretion of the Action Committee, be paid from the fund subsistence allowance on a commuted basis as determined by the Minister in consultation with the Minister of Finance.

Form for Submission of Claims.

59. Claims for the reimbursement of transport expenses, excluding commuted transport allowance, and applications for the payment of subsistence allowance, in terms of the provisions of this part, shall be made in the form approved by the Action Committee.

Exceptional Cases.

60. If circumstances justify a departure from the provisions of this part the Action Committee may, with the approval of the Minister in consultation with the Minister of Finance, approve payment from the fund to an officer or employee or classes of officers or employees of such allowances in respect of transport and/or subsistence expenses as it deems appropriate in the circumstances.

PART VII.

TRANSFER EXPENSES AND TRANSPORT
FACILITIES.

Transfer of Officer or Full-time Employee and Conveyance of his Household and Personal Effects.

61. The Action Committee may transfer an officer or full-time employee and he and his household and personal effects may be conveyed from one headquarters to another at the cost of the fund in accordance with the rates and provisions and subject to the conditions determined by the Action Committee.

Transport Facilities on First Appointment.

62. (1) On conditions relating to means of transport and classes of travel similar to those determined by the Action Committee in accordance with the provisions of Part VI the General Manager or an officer duly authorised by him may approve that a person residing in the Republic who is appointed as an officer be granted transport at the cost of the fund from the place where he is recruited to the place where he is instructed to assume duty: Provided that where such person is appointed as General Manager the Chairman may approve that he be granted transport at the cost of the fund from the place where he is recruited to the place where he is instructed to assume duty.

(2) Subject to the provisions of subregulation (3) the household and personal effects of a person referred to in subregulation (1) may, with the approval of the General Manager or an officer duly authorised by him or of the Chairman where such person is appointed as General Manager, be conveyed at the cost of the fund from the place where the person is recruited to the place where he is instructed to assume duty, on the basis determined by the Action Committee for an officer or full-time employee transferred in accordance with regulation 61.

(3) As 'n persoon wie se huishouding en persoonlike besittings kragtens die bepalinge van subregulasie (2) vervoer is, bedank of sy dienste as gevolg van onbevredigende diens beëindig word binne 180 dae vanaf die datum van sy diensaanvaarding, moet hy die koste wat ten opsigte van die vervoer van sy huishouding en persoonlike besittings aangegaan is, terugbetaal.

Vervoervoorregte by Diensbeëindiging of Dood.

63. (1) Wanneer 'n amptenaar wat minstens 10 jaar aaneenlopend en voltyds in diens van die Raad met insluiting van voltydse diens in die Nasionale Padveiligheidsorganisasie van Suid-Afrika of 'n plaaslike padveiligheidsvereniging, in artikel vyftien van die Wet bedoel, voltooi het, kan die Aksiekomitee dit goedkeur dat vir—

(a) sodanige amptenaar wanneer hy die aftreeouderdom bereik; of

(b) sodanige amptenaar wie se dienste beëindig op gronde goedgekeur deur die Aksiekomitee vir die doeleindes van hierdie regulasie;

vervoer vir hom, sy huishouding en persoonlike besittings toegestaan word na 'n plek in die Republiek waar hy wil gaan woon, op die basis bepaal deur die Aksiekomitee in die geval van 'n oorgeplaasde amptenaar of voltydse werknemer ingevolge regulasie 61 en behoudens sodanige beperkings en voorwaardes as wat deur die Aksiekomitee bepaal word.

(2) Die huishouding en persoonlike besittings van 'n amptenaar wat minstens 10 jaar aaneenlopende diens soos omskryf in subregulasie (1), voltooi het en wat te sterwe kom terwyl hy in diens van die Raad is, kan behoudens die bepalinge van dié subregulasie wat *mutatis mutandis* van toepassing op sodanige vervoer is, op koste van die fonds na enige plek in die Republiek vervoer word.

Buitengewone Gevalle.

64. As omstandighede 'n afwyking van die bepalinge van hierdie deel regverdig, kan die Minister, in oorleg met die Minister van Finansies en op aanbeveling van die Aksiekomitee, sodanige voorwaardes met betrekking tot oorplasingskoste en vervoervoorregte goedkeur wat hy in die omstandighede doelmatig ag.

DEEL VIII.

AFWESIGHEIDSVERLOF.

Toestaan en Intrekking van Verlof.

65. Afwesigheidsverlof moet, in die geval van die Hoofbestuurder, deur die Voorsitter en in die geval van alle ander amptenare en werknemers, deur die Hoofbestuurder of 'n amptenaar behoorlik deur hom daartoe gemagtig, toegestaan word, en verlof só toegestaan kan te eniger tyd ingetrek word.

Afwesigheidsverlof 'n Vergunning.

66. Afwesigheidsverlof, wat in hierdie regulasies bepaal word, is 'n vergunning en kan nie as 'n reg geëis word nie en word toegestaan slegs met inagneming van die behoeftes van die diens van die Raad: Met dien verstande dat die Aksiekomitee te eniger tyd van 'n amptenaar of werknemer kan vereis om enige verlof wat hom mag toekom, te neem.

Verlofaansoekvorm.

67. Aansoeke om verlof moet skriftelik gedoen word op 'n vorm wat deur die Aksiekomitee goedgekeur is en behalwe in die geval van die Hoofbestuurder wat sy

(3) If a person whose household and personal effects have been conveyed in terms of the provisions of subregulation (2) resigns or his services are terminated as a result of unsatisfactory service within 180 days from the date of his assumption of duty, he shall refund the expenditure incurred in respect of the conveyance of his household and personal effects.

Transport Facilities on Termination of Service or Death.

63. (1) Where an officer has completed not less than 10 years' continuous service in the full-time employment of the Council including service in the full-time employment of the National Road Safety Organisation of South Africa or a local road safety association referred to in section fifteen of the Act, the Action Committee may approve that—

(a) such officer upon reaching the retirement age; or

(b) such officer whose services terminate on grounds approved for the purpose of this regulation by the Action Committee;

be granted at the cost of the fund on the basis determined by the Action Committee for an officer or full-time employee transferred in accordance with regulation 61 and subject to such limitations and conditions as the Action Committee may decide, conveyance of himself, his household and personal effects to a place in the Republic where he wishes to reside.

(2) The household and personal effects of an officer who has completed not less than 10 years' continuous service, described by subregulation (1), and who dies whilst in the service of the Council may be conveyed at the cost of the fund to any place in the Republic subject to the provisions of that subregulation which shall apply *mutatis mutandis* to such conveyance.

Exceptional Cases.

64. If circumstances justify a departure from the provisions of this part the Minister may, in consultation with the Minister of Finance and on the recommendation of the Action Committee, approve such conditions relating to transfer expenses and transport facilities as he deems appropriate in the circumstances.

PART VIII.

LEAVE OF ABSENCE.

Granting and Withdrawal of Leave.

65. Leave of absence shall be granted in the case of the General Manager by the Chairman and in the case of all other officers and employees by the General Manager or by an officer duly authorised by him and leave so granted may at any time be withdrawn.

Leave of Absence a Privilege.

66. Leave of absence provided for in these regulations is a privilege and cannot be claimed as of right, and it is granted only with due regard to the exigencies of the service of the Council: Provided that the Action Committee may at any time require an officer or employee to take any leave due to him.

Leave Application Form.

67. Application for leave of absence shall be made in writing in a form approved by the Action Committee and except in the case of the General Manager who shall

aansoek aan die Voorsitter moet voorlê, moet die applikant sy aansoek deur tussenkoms van die hoof van sy kantoor aan die Hoofbestuurder voorlê. Die vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, moet ook deur die Aksiekomitee goedgekeur word.

Verlof Goedgekeur te word vóór Afwesigheid van Diens.

68. Behalwe in die geval waar 'n amptenaar of werknemer in sy diens geskors is of waar 'n amptenaar of werknemer weens sy skielike siekte of weens ander omstandighede wat vir die Hoofbestuurder of, in die geval van die Hoofbestuurder, vir die Voorsitter aanneemlik is, verhinder word om hom vir diens aan te meld, mag hy nie van diens wegbly nie voordat hy om verlof aansoek gedoen het en hy deur die hoof van sy kantoor of die Voorsitter, na gelang van die geval, in kennis gestel is dat die verlofaansoek goedgekeur is.

Verval van Verlof by Diensbeëindiging.

69. (1) Sodra 'n amptenaar of werknemer kennis gee van beëindiging van diens, verval enige toegestane verlof met betaling met 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, of, in die geval van die Hoofbestuurder, deur die Voorsitter, en enige verlof aangevra of afwesigheid van diens ná daardie datum, word geag vakansieverlof sonder betaling te wees: Met dien verstande dat die bepalings van hierdie regulasie—

(a) slegs van toepassing is ten opsigte van afwesigheid gedurende die laaste 30 dae van 'n amptenaar of werknemer se diens; en

(b) nie van toepassing is nie op—

(i) siekteverlof;

(ii) spesiale verlof kragtens paragrawe (b), (c) of (d) van subregulasie (1) van regulasie 80 toegestaan; en

(iii) vakansieverlof wat in plaas van siekteverlof toegestaan is.

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

(3) 'n Amptenaar 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 Tydens Verlof.

70. Behoudens die bepalings van regulasie 57, word die voortsetting of staking van die betaling aan 'n amptenaar of werknemer van toelaes, of ander besoldiging as sy salaris of loon, gedurende tydperke van afwesigheidsverlof deur die Aksiekomitee bepaal.

Bepalings met Betrekking tot die Toestaan van Afwesigheidsverlof.

71. (1) Aan amptenare, voltijdse werknemers en deeltijdse werknemers kan afwesigheidsverlof toegestaan word in ooreenstemming met die volgende bepalings:—

I.—Oplopende Vakansieverlof per Jaar met Volle Salaris. Groep A.

Blanke amptenare wie se pensioengewende besoldiging nie R3,600 per jaar oorskry nie en wat—

(i) minder as 10 jaar diens voltooi het: 30 dae.

(ii) 10 jaar of langer diens voltooi het: 36 dae.

submit his application to the Chairman, the applicant shall submit his application to the General Manager through the head of his office. The form of the medical certificate which is to serve in support of an application for sick leave shall be approved by the Action Committee.

Leave must be Approved Prior to Absence from Duty.

68. Except where an officer or employee 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 General Manager or in the case of the General Manager to the Chairman, from reporting for duty, he may not absent himself from duty until he has applied for leave and has been advised by the head of his office or the Chairman as the case may be that the leave application has been approved.

Lapse of Leave on Termination of Service.

69. (1) Immediately an officer or employee gives notice of termination of service any leave granted with pay 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 office, or in the case of the General Manager by the Chairman, and any leave applied for or absence from duty thereafter shall be regarded as vacation leave without pay: Provided that the provisions of this regulation shall—

(a) apply only in respect of absence during an officer's or employee's last 30 days of service; and

(b) not apply to—

(i) sick leave;

(ii) special leave granted as provided in paragraph (b), (c) or (d) of subregulation (1) of regulation 80; and

(iii) vacation leave granted in lieu of sick leave.

(2) When an officer or employee leaves the service of the Council any leave of absence granted to him shall lapse on the day preceding that on which such termination of service becomes effective or on the date determined in terms of subregulation (1) if it is applicable to him.

(3) 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 During Leave.

70. Except as provided by regulation 57 the continuance or cessation of the payment to an officer or employee during periods of leave of absence, of allowances or remuneration other than salary or wage shall be decided by the Action Committee.

Provisions regarding Granting of Leave of Absence.

71. (1) Officers, full-time employees and part-time employees may be granted leave of absence in accordance with the following provisions:—

I.—Fully Pay Accumulative Vacation Leave per Annum. Group A.

White Officers whose pensionable emoluments do not exceed R3,600 per annum having—

(i) Less than 10 years' service: 30 days.

(ii) 10 years' or longer service: 36 days.

Groep B.

Blanke amptenare wie se pensioengewende besoldiging R3,600 per jaar oorskry: 36 dae.

Met dien verstande dat 'n amptenaar wat onder of Groep A of Groep B ressorteer en wat voor die eerste dag van Julie 1966 aangestel is, geregtig is op 38 dae ooplopende vakansieverlof per jaar nadat hy 15 jaar permanente diens by die raad voltooi het.

Groep C.

Voltydse Blanke werknemers wat—

- (i) minder as 5 jaar diens voltooi het: 24 dae;
- (ii) 5 jaar en minder as 10 jaar diens voltooi het: 30 dae;
- (iii) 10 jaar of langer diens voltooi het: 36 dae.

Groep D.

Deeltydse Blanke werknemers wat nie minder nie as 24 uur per werkweek aan diens is: 12 dae.

Groep E.

Nie-Blanke amptenare en voltydse werknemers wie se besoldiging nie R400 per jaar oorskry nie en wat—

- (i) Minder as 10 jaar diens voltooi het: 18 dae;
- (ii) 10 jaar en minder as 15 jaar diens voltooi het: 24 dae;
- (iii) 15 jaar of langer diens voltooi het: 30 dae.

Groep F.

Nie-Blanke amptenare en voltydse werknemers wie se besoldiging R400 per jaar oorskry maar nie R1,200 per jaar oorskry nie en wat—

- (i) minder as 10 jaar diens voltooi het: 24 dae;
- (ii) 10 jaar of langer diens voltooi het: 30 dae.

Groep G.

Nie-Blanke amptenare en voltydse werknemers wie se besoldiging R1,200 per jaar oorskry: 30 dae.

II.—*Siekteverlof met Volle Betaling of Halwe Betaling vir elke Tydkring van 3 Jaar Gereken vanaf die Eerste Dag van Januarie 1968.*

(a) Blanke amptenare:

- 120 dae met volle betaling; en
- 120 dae met halwe betaling.

(b) Voltydse Blanke werknemers wat—

- (i) minder as 5 jaar diens voltooi het: 30 dae met volle betaling en 30 dae met halwe betaling;
- (ii) 5 jaar en minder as 10 jaar diens voltooi het: 60 dae met volle betaling en 60 dae met halwe betaling;
- (iii) 10 jaar of langer diens voltooi het: 90 dae met volle betaling en 90 dae met halwe betaling.

(c) Deeltydse Blanke werknemers wat nie minder nie as 24 uur per werkweek aan diens is; 15 dae met volle betaling en 15 dae met halwe betaling.

(d) Nie-Blanke amptenare en voltydse werknemers wat—

- (i) minder as 5 jaar diens voltooi het: 15 dae met volle betaling en 15 dae met halwe betaling;
- (ii) 5 jaar en minder as 10 jaar diens voltooi het: 30 dae met volle betaling en 30 dae met halwe betaling;
- (iii) 10 jaar en minder as 20 jaar diens voltooi het: 60 dae met volle betaling en 60 dae met halwe betaling;
- (iv) 20 jaar of langer diens voltooi het: 90 dae met volle betaling en 90 dae met halwe betaling.

Group B.

White officers whose pensionable emoluments exceed R3,600 per annum: 36 days: Provided that an officer who falls within either Group A or Group B and who was appointed before 1 July 1966, shall be entitled to 38 days accumulative vacation leave per annum upon completion of 15 years' permanent service with the Council.

Group C.

Full-time white employees having—

- (i) Less than 5 years' service: 24 days.
- (ii) 5 years' and less than 10 years' service: 30 days.
- (iii) 10 years' or longer service: 36 days.

Group D.

Part-time white employees who are on duty for not less than 24 hours during a working week: 12 days.

Group E.

Non-White officers and full-time employees whose emoluments do not exceed R400 per annum having—

- (i) Less than 10 years' service: 18 days.
- (ii) 10 years' and less than 15 years' service: 24 days.
- (iii) 15 years' or longer service: 30 days.

Group F.

Non-White officers and full-time employees whose emoluments exceed R400 per annum but do not exceed R1,200 per annum having—

- (i) Less than 10 years' service: 24 days.
- (ii) 10 years' or longer service: 30 days.

Group G.

Non-White officers and full-time employees whose emoluments exceed R1,200 per annum: 30 days.

II.—*Sick Leave with Full Pay or Half Pay per Each Cycle of 3 Years Reckoned from the First Day of January 1968.*

(a) White officers:—

- 120 days full pay and
- 120 days half pay.

(b) Full-time White employees having—

- (i) Less than 5 years' service: 30 days full pay and 30 days half pay.
- (ii) 5 years' and less than 10 years' service: 60 days full pay and 60 days half pay.
- (iii) 10 years' or longer service: 90 days full pay and 90 days half pay.

(c) Part-time White employees who are on duty for not less than 24 hours during a working week: 15 days full pay and 15 days half pay.

(d) Non-White officers and full-time employees having—

- (i) Less than 5 years' service: 15 days full pay and 15 days half pay.
- (ii) 5 years' and less than 10 years' service: 30 days full pay and 30 days half pay.
- (iii) 10 years' and less than 20 years' service: 60 days full pay and 60 days half pay.
- (iv) 20 years' or longer service: 90 days full pay and 90 days half pay.

(2) *Kontrakwerknemers*.—Aan 'n persoon wat onder kontrak dien, kan, tensy sy dienskontrak anders bepaal, verlof ingevolge hierdie regulasie toegestaan word, en sy groepering vir verlofdoeleindes word net so bepaal soos dié van 'n vergelykbare amptenaar of voltydse werknemer.

(3) Vir die doel van hierdie regulasie beteken die uitdrukking „pensioengewende besoldiging” die basiese salaris en toelaes (as daar is) waarop 'n amptenaar tot 'n pensioen- of voorsorgfonds of onderstandskema wat ingevolge artikel een-en-twintig van die Wet ingestel is, bydra.

Oortoekening van Vakansieverlof.

72. As daar aan 'n amptenaar of werknemer meer vakansieverlof met volle betaling toegestaan is as wat in hierdie regulasies bepaal word, kan so 'n oortoekening afgetrek word van vakansieverlof wat later aan hom toeval, mits die Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorsitter, oortuig is dat die oortoekening te goeder trou gedoen is: Met dien verstande dat, as die amptenaar of werknemer bedank of sy dienste beëindig word voordat voldoende vakansieverlof vir die doel van so 'n aftrekking aan hom toegeval het, daardie gedeelte van die oortoekening wat sy vakansieverlofaanwas op die laaste dag van sy diens oorskry, as 'n teveelbetaling van salaris geag word wat op die betrokke amptenaar of werknemer verhaal moet word of anders behandel word soos deur die Aksiekomitee opgedra.

Rusdae.

73. (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 2 of meer opeenvolgende rusdae, wat binne 'n tydperk van verlof val, geag word verlof te wees van dieselfde aard as die verlof wat sodanige rusdag of rusdae voorafgaan en daarop volg;

(b) 'n rusdag, of 2 of meer opeenvolgende rusdae, wat tussen 'n tydperk van vakansie- of nie-oplopende verlof en 'n tydperk van siekteverlof (of omgekeerd) val, geag word vakansieverlof te wees, tensy die betrokke amptenaar of werknemer bewys lewer dat hy werklik op sodanige rusdag of rusdae siek was;

(c) as 'n amptenaar of werknemer 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 Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorsitter, aanneemlik is, verhinder word om hom vir diens aan te meld.

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

(3) Die uitdrukking „rusdag” soos in hierdie regulasies vervat, beteken—

(a) 'n Saterdag of 'n Sondag of 'n openbare feesdag in die geval van 'n amptenaar of werknemer wat nie gewoonlik op so 'n dag werk nie; of

(b) 'n ander dag wat hy gewoonlik in plaas daarvan van diens vrygestel is in die geval van 'n amptenaar of werknemer wat gewoonlik op 'n Saterdag of 'n Sondag of 'n openbare feesdag werk.

(2) *Contract employees*.—A person serving under contract may, unless his service contract provides otherwise, be granted leave in accordance with this regulation, and his grouping for leave purposes shall be determined in the same manner as that of a comparable officer or full-time employee.

(3) For the purposes of this regulation the expression “pensionable emoluments” means the basic salary and allowances (if any) in respect of which an officer contributes to any pension or provident fund or benefit scheme established in terms of section twenty-one of the Act.

Overgrant of Vacation Leave.

72. 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 that the General Manager or in the case of the General Manager, the Chairman, 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 shall be recovered from the officer or employee concerned or otherwise dealt with as the Action Committee may direct.

Days of Rest.

73. (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 2 or more consecutive days of rest, falling within a period of leave, shall be regarded as leave of the same kind as the leave which precedes and succeeds such day or days of rest;

(b) a day of rest, or 2 or more consecutive days of rest, falling between a period of 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) if an officer or employee who is called upon to report for duty on a day of rest 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 General Manager, or in the case of the General Manager, to the Chairman.

(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.

(3) The expression “day of rest” contained in this regulation means—

(a) a Saturday or a Sunday or a public holiday 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 Saturday or a Sunday or a public holiday.

Algemene Bepalings: Vakansieverlof.

74. (1) Ooplopende vakansieverlof wat 'n amptenaar of werknemer toekom, was aan ten opsigte van elke voltooide maand diens en wel teen een-twaalfde van die tydperk wat kragtens subregulasie (1) van regulasie 71 op hom van toepassing is.

(2) Behoudens die bepalinge van subregulasie (3), wanneer 'n amptenaar of werknemer van een betrekking na 'n ander oorgeplaas word en sy oorplasing 'n verandering meebring in die verlobbepalinge wat op hom van toepassing is, of as hy om enige ander rede as sy oorplasing, van die een na die ander vakansieverlofgroep oorgaan—

(a) behou hy die ooplopende vakansieverlofkrediet wat gedurende sy dienstydperk in die vorige groep of groepe aangewas het; en

(b) word die nuwe groep se ooplopende vakansieverlof op hom van toepassing vanaf die eerste dag van die maand waarin sodanige verandering van krag word.

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

(4) Die Hoofbestuurder kan te eniger tyd van 'n amptenaar of werknemer en die Aksiekomitee kan te eniger tyd van die Hoofbestuurder vereis dat hy 'n gedeelte, of die geheel van die vakansieverlof wat hom toekom, neem, mits die maksimum tydperk van verlob wat in subregulasie (5) voorgeskryf word, nie oorskry word nie.

(5) Behalwe soos deur die Aksiekomitee bepaal, kan daar nie aan 'n amptenaar of werknemer vakansieverlof met volle betaling van altesaam meer as 184 dae toegestaan word in enige tydperk van 18 kalendermaande nie, en word enige afwesigheid van diens bo hierdie beperking gedek deur die bestaan van vakansieverlof sonder betaling met inagneming van die bepalinge van regulasie 75. Vir die toepassing van hierdie subregulasie word vakansieverlof wat kragtens subregulasie (5) van regulasie 76 toegestaan word, buite rekening gelaat.

(6) Die ooplopende vakansieverlof wat 'n amptenaar of werknemer op 1 Januarie van elke jaar tot sy krediet het, moet in die verlobstaat aangeteken word, en by die aantekening van sodanige krediet moet enige gedeelte van 'n dag as een dag gereken word.

Vakansieverlof Sonder Betaling.

75. Wanneer 'n amptenaar of werknemer geen vakansieverlof met betaling tot sy krediet het nie, en as gegronde redes daarvoor bestaan, kan die Hoofbestuurder, en in die geval van die Hoofbestuurder die Aksiekomitee, na goeddunke maar behoudens die beperkings ingestel by paragraaf (c) van subregulasie (1) van regulasie 79, aan sodanige amptenaar of werknemer vakansieverlof sonder betaling toestaan maar vir hoogstens altesaam 184 dae in enige tydperk van 18 kalendermaande. In uitsonderlike gevalle kan die beperking opgelê deur hierdie regulasie deur die Aksiekomitee opgehef word.

Algemene Bepalings: Siekteverlof.

76. (1) Siekteverlof val 'n amptenaar of werknemer toe op die eerste dag van elke tydkring van 3 jaar gereken vanaf die eerste dag van Januarie 1968 soos bepaal by

General Provisions: Vacation Leave.

74. (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 subregulation (1) of regulation 71.

(2) Except as provided in subregulation (3) if an officer or employee is transferred from one post to another and his transfer results in a change of the leave provisions applicable to him or if, for any reason other than his transfer, he passes from one vacation leave group to another—

(a) he shall retain the accumulative vacation leave credit which accrued during his service in the previous group or groups; and

(b) the accumulative vacation leave of the new group shall become applicable to him from the first day of the month during which such change becomes effective.

(3) When an officer who has retired from a permanent post or who has relinquished a permanent post for any reason whatsoever, is reappointed, 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.

(4) The General Manager may at any time require an officer or employee and the Action Committee may at any time require the General Manager to take the whole or a portion of the vacation leave due to him, provided that the maximum period of leave prescribed in subregulation (5) is not exceeded.

(5) Except as determined by the Action Committee an officer or employee may not be granted vacation leave with full pay in excess of 184 days in any period of 18 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 75. For the purpose of this subregulation no account shall be taken of vacation leave granted in terms of subregulation (5) of regulation 76.

(6) The accumulative vacation leave standing to the credit of an officer or employee on the first day of 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.

Vacation Leave without Pay.

75. Where an officer or employee has no vacation leave with pay to his credit, if sound reasons exist, the General Manager or in the case of the General Manager, the Action Committee, may, at his or its discretion but subject to the limits imposed by paragraph (c) of subregulation (1) of regulation 79 grant the officer or employee vacation leave without pay but not exceeding 184 days in the aggregate in any period of 18 calendar months. In exceptional cases the limitation imposed by this regulation may be waived by the Action Committee.

General Provisions: Sick Leave.

76. (1) Sick leave accrues to an officer or employee on the first day of each cycle of 3 years reckoned from the first day of January, 1968 as provided in subregulation

subregulasie (1) van regulasie 71, en met ingang van die dag waarop elke sodanige tydkring begin, kan die bepaling ten opsigte van siekteverlof van die betrokke tydkring ten volle op hom van toepassing gemaak word, mits aan die ander bepalings van hierdie regulasie voldoen word: Met dien verstande dat aan geen amptenaar of werknemer siekteverlof met volle of halwe betaling toegestaan mag word voordat hy 30 dae diens voltooi het nie en dan slegs ten opsigte van afwesighede na die voltooiing van sodanige diens.

(2) As 'n amptenaar of werknemer gedurende sodanige tydkring van 3 jaar sonder onderbreking van diens—

(a) oorgaan na 'n groep waarin die siekteverlofbepaling minder gunstig is as dié wat voorheen op hom van toepassing was, bly die siekteverlofbepalings wat voorheen op hom van toepassing was, steeds op hom van toepassing vir die duur van die betrokke tydkring; of

(b) oorgaan na 'n groep waar die siekteverlofbepalings gunstiger is as voorheen, word die siekteverlofbepalings van die nuwe groep onmiddellik op hom van toepassing, behalwe wat betref enige betaalde siekteverlof wat hy reeds gedurende die betrokke tydkring gebruik het.

(3) Ongebruikte siekteverlof wat vir 'n bepaalde tydkring van 3 jaar voorgeskryf is, vervalt aan die einde van die betrokke tydkring en kan nie na die volgende tydkring oorgedra word nie.

(4) As aan 'n amptenaar of werknemer die maksimum hoeveelheid siekteverlof wat in hierdie regulasies bepaal word, toegestaan is, en hy weens gesondheidsredes nog nie in staat is om sy pligte te hervat nie, kan die Hoofbestuurder, of in die geval van die Hoofbestuurder, die Voorzitter—

(a) by die voorlegging aan hom van 'n bevredigende sertifikaat van 'n geregistreerde geneesheer; en

(b) as hy oortuig is dat die amptenaar of werknemer op die betrokke tydstip nie permanent ongeskik is vir die hervatting van sy gewone pligte nie; en

(c) As die amptenaar of werknemer geen vakansieverlof tot sy krediet het nie,

na goeddunke verdere siekteverlof met halwe betaling aan die amptenaar of werknemer toeken vir hoogstens 92 dae in enige besondere tydkring van 3 jaar. Hierdie toekenning kan gedoen word ten opsigte van afsonderlike tydperke van afwesigheid en ten opsigte van verskillende soorte siektes.

(5) (a) Aan 'n amptenaar of werknemer kan, op skriftelike aansoek, enige vakansieverlof wat hy tot sy krediet het, toegestaan word in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling: Met dien verstande dat sodanige aansoek nie later nie as 30 dae nadat hy diens hervat het, ingedien word: Met dien verstande verder dat die aantal dae vakansieverlof met volle betaling wat aldus toegestaan is nie 365 dae in enige besondere tydkring van 3 jaar oorskry nie: Ten laaste met dien verstande dat die Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorzitter, oortuig is dat die betrokke amptenaar of werknemer nie in daardie stadium permanent ongeskik is vir die hervatting van sy gewone pligte nie.

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

(1) of regulation 71 and with effect from the day of commencement of each such cycle the provisions in respect of sick leave of the relative cycle may be made applicable to him in full 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 30 days' service and then only in respect of absences subsequent to the completion of such service.

(2) If an officer or employee, during such a cycle of 3 years and without a break in service—

(a) passes to a group in which the sick leave provisions are less favourable than those formerly applicable to him, the sick leave provisions formerly applicable to him shall continue to be applicable to him for the duration of the relative cycle; or

(b) passes to a group in which the sick leave provisions are more favourable than previously, the sick leave provisions of the new group shall immediately be made applicable to him except for any paid sick leave already used by him during the relative cycle.

(3) Unused sick leave prescribed for a particular cycle of 3 years 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 General Manager, or in the case of the General Manager, the Chairman—

(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 particular cycle of 3 years. 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 application in writing, be granted any vacation leave which he may have to his credit in lieu of sick leave with half pay or without pay: Provided that such application is submitted not later than 30 days after he has resumed duty: Provided further that the number of days vacation leave with full pay thus granted shall not exceed 365 days in any particular cycle of 3 years: Provided lastly that the General Manager or in the case of the General Manager, the Chairman, is satisfied that the officer or employee concerned is not at that stage permanently unfit for the resumption of his normal 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.

(6) (a) As 'n amptenaar 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 siekteverlof omskep word as—

(i) die amptenaar of werknemer 'n sertifikaat indien van 'n geregistreerde geneesheer [of 'n geregistreerde tandarts as subregulasie (6) van regulasie 77 op hom van toepassing is] wat voldoen aan die vereistes voorgeskryf in regulasie 77; en

(ii) die nodige siekteverlof kragtens hierdie regulasies beskikbaar is.

(b) Vakansieverlof sonder betaling mag nie in siekteverlof omskep word nie.

(7) By die berekening van die aantal dae siekteverlof wat 'n amptenaar of werknemer toeval, moet 'n gedeelte van 'n dag se verlof wat aan hom toekom, as 'n volle dag se verlof gereken word.

Toestaan van Siekteverlof.

77. (1) Siekteverlof word slegs toegestaan ten opsigte van 'n amptenaar of werknemer se afwesigheid van diens weens siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

(2) In verband met senuwee-aandoenings, slape-loosheid, swakte en dergelike sleg omskrewe siektes of ongesteldhede word siekteverlof slegs toegestaan as die Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorsitter, oortuig is dat die applikant se gesondheids-toestand—

(a) hom ongeskik maak vir sy werk; en

(b) nie voortvloei uit sy versuim om van vakansieverlof gebruik te maak nie.

(3) (a) Die Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorsitter, kan te eniger tyd eis dat 'n amptenaar of werknemer hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheer deur die Hoofbestuurder of Voorsitter, na gelang van die geval, aangewys.

(b) Die koste verbonde aan so 'n ondersoek word uit die fonds betaal.

(4) (a) As 'n amptenaar of werknemer weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as 3 dae, kan siekteverlof aan hom toegeken word slegs as hy 'n sertifikaat indien van 'n geregistreerde geneesheer [of 'n geregistreerde tandarts as subregulasie (6) op hom van toepassing is] wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat aantoon watter tydperk nodig is vir sy herstel.

(b) Die Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorsitter, kan na goëddunke eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van 3 dae of minder ingedien word.

(c) As die Hoofbestuurder of, in die geval van die Hoofbestuurder, die Voorsitter, daarvan oortuig is dat die amptenaar of werknemer se afwesigheid te goeder trou te wyte is aan siekte en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien is nie, kan hy die amptenaar of werknemer van die indiening van die sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van hoogstens 14 dae. Sodanige vrystelling moet op die verlofaansoek aangeteken word.

(6) (a) In the event of an officer or employee, to whom vacation leave with full pay 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 a certificate by a registered medical practitioner [or a registered dentist if subregulation (6) of regulation 77 is applicable to him] which complies with the requirements prescribed in regulation 77; and

(ii) the necessary sick leave is available in terms of these regulations.

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

(7) In calculating the number of days sick leave due to an officer or employee any fraction of a day's leave due to him shall be credited to him as one day's leave.

Granting of Sick Leave.

77. (1) Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to 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 General Manager, or in the case of the General Manager, the Chairman, is satisfied that the applicant's health condition—

(a) incapacitates him for duty; and

(b) does not arise from his failure to take vacation leave.

(3) (a) The General Manager or in the case of the General Manager, the Chairman, may at any time require an officer or employee to submit to an examination by one or more registered medical practitioners nominated by the General Manager or the Chairman as the case may be.

(b) The expenditure connected with such examination shall be met from the fund.

(4) (a) If an officer or employee is absent from duty for a continuous period of more than 3 days owing to illness he may be granted sick leave only if he submits a certificate by a registered medical practitioner [or a registered dentist if subregulation (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 General Manager or in the case of the General Manager, the Chairman, may at his discretion, require the submission of a similar certificate in respect of periods of absence of 3 days or less.

(c) If the General Manager or in the case of the General Manager if the Chairman is satisfied 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) Siekteverlof met of sonder betaling ten opsigte waarvan 'n sertifikaat in subregulasie (4) bedoel, nie ingedien is nie, kan slegs toegestaan word vir altesaam 10 dae gedurende enige jaar eindigende op 31 Desember en enige verdere afwesigheid moet gedek word deur die toestaan van vakansieverlof, of, as die amptenaar 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 paragraaf (c) van subregulasie (4) verleen is nie, en sodanige tydperke word ook nie ingereken by die vasstelling van die 10 dae nie.

(6) (a) As 'n amptenaar of werknemer se afwesigheid te wyte is aan 'n tandverswering, 'n kakebeenbreuk, akute Vincentbesmetting van die mond of komplikasies wat voortvloei 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 toestande kan slegs met die instemming van 'n geregistreerde geneesheer aanvaar word.

(c) Ondanks die bepalings van hierdie subregulasie kan die Hoofbestuurder, of, in die geval van die Hoofbestuurder, die Voorsitter, vereis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word aler hy siekteverlof toestaan.

(7) Ondanks die indiening van 'n sertifikaat soos in subregulasies (4) en (6) omskryf, kan die Hoofbestuurder en, in die geval van die Hoofbestuurder, die Voorsitter, na goeddunke weier om siekteverlof 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 regulasie 82 ten opsigte daarvan van toepassing.

Spesiale Siekteverlof.

78. (1) Aan 'n amptenaar 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 siekteverlof met volle betaling toegestaan word vir die tydperk wat hy nie geskik is om sy gewone pligte uit te voer nie: Met dien verstande dat indien die geval binne die bestek van die Ongevallewet, 1941 (Wet No. 30 van 1941), of 'n wysiging daarvan val, spesiale siekteverlof met besoldiging gelykstaande aan die verskil tussen volle betaling en die skadeloosstelling wat aan hom kragtens daardie Wet by wyse van periodieke uitkerings van sy maandelikse verdienste betaalbaar is, aan hom toegestaan kan word.

(2) Spesiale siekteverlof kragtens hierdie regulasie word nie toegestaan as die Hoofbestuurder, of in die geval van die Hoofbestuurder, die Voorsitter, van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die amptenaar of werknemer toe te skryf is nie.

(3) Die bepalings van subregulasies (3), (4) en (6) van regulasie 77 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

Siekteverlof sonder Betaling.

79. (1) (a) Aan 'n amptenaar of werknemer wat sy betaalde siekteverlof soos in hierdie regulasies bepaal, opgebruik het, kan, ondanks die bepalings van subregulasie (5) van regulasie 76, siekteverlof sonder betaling toegestaan word vir hoogstens 365 dae in enige besondere tydkring van 3 jaar.

(5) Sick leave, with or without pay, in respect of which a certificate mentioned in subregulation (4) is not submitted, may be granted only for an aggregate of 10 days during any year ending on 31 December and any further absences shall be covered by the granting of vacation leave or, if the officer or employee has no vacation leave to his credit, of vacation leave without pay. The provisions of this subregulation are not applicable to periods of absence in respect of which exemption in terms of paragraph (c) of subregulation (4) has been granted and neither are such periods taken into consideration in the determination of the 10 days.

(6) (a) If an officer's or employee's absence is attributed 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 subregulation (4) and issued by a registered dentist may be accepted for the purpose of that subregulation.

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

(c) Notwithstanding the provisions of this subregulation, the General Manager or in the case of the General Manager, the Chairman, 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 subregulations (4) and (6) the General Manager or the Chairman, as the case may be, 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 regulation 82 shall apply.

Special Sick Leave.

78. (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 the performance of his duties: Provided that if the case falls within the scope of the Workmen's Compensation Act, 1941 (Act No. 30 of 1941) and any amendment thereof he may be granted special sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act by way of periodical payments of his monthly earnings.

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

(3) The provisions of subregulations (3), (4) and (6) of regulation 77 are *mutatis mutandis* applicable to the granting of special sick leave.

Sick Leave without Pay.

79. (1) (a) If an officer or employee has used his paid sick leave provided for in these regulations, he may, notwithstanding the provisions of subregulation (5) of regulation 76, be granted sick leave without pay not exceeding 365 days in any particular cycle of 3 years.

(b) Die toestaan van siekteverlof kragtens paragraaf (a) kan gedoen word ongeag die feit of addisionele siekteverlof met halwe betaling kragtens subregulasie (4) van regulasie 76 aan die amptenaar of werknemer toegestaan is.

(c) As die siekteverlof sonder betaling wat in hierdie regulasie bepaal word, aan 'n amptenaar of werknemer toegestaan is, mag geen verdere verlof, van watter aard ook al, gedurende die betrokke tydkring van 3 jaar aan hom toegestaan word om sy afwesigheid van diens weens siekte te dek nie, behalwe met die goedkeuring van die Aksiekomitee.

(2) (a) Die toekenning aan 'n amptenaar of werknemer van siekteverlof sonder betaling kragtens subregulasie (1) is onderworpe aan die voorlegging deur hom van 'n bevredigende geneeskundige sertifikaat ten opsigte van elke afwesigheid van langer as 3 dae.

(b) Ten opsigte van afwesighede wat nie langer as 3 dae duur nie, is die bepalings van subregulasies (4) en (5) van regulasie 77 van toepassing.

Spesiale Verlof met Volle Betaling.

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

(a) Wanneer hy enige eksamen wat die Aksiekomitee kan aanwys, aflê;

(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) wanneer hy in hegtenis 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 'n wysiging daarvan of enige regulasie daarkragtens uitgevaardig, ononderbroke of onderbroke opleiding moet ondergaan, behalwe in die geval van sy aanvanklike opleidingstydperk van 9 maande of as hy as 'n loteling sy eerste tydperk van militêre opleiding by 'n militêre gimnasium ondergaan, in welke gevalle spesiale verlof met betaling gelyk aan die verskil tussen sy volle salaris en die soldy wat hy kragtens die Burgermagregulasies ontvang, aan hom toegestaan kan word: Met dien verstande dat die bepalings van hierdie subparagraaf nie van toepassing is as hy voltydse diens in plaas van vredestrydse opleiding kragtens artikel *twintig* van die Verdedigingswet, 1957, soos gewysig, verrig nie;

(ii) wanneer hy as lid van die Burgermag vrywillig, of ingevolge 'n spesiale ooreenkoms tussen hom en die Departement van Verdediging betreffende sy opleiding, en met die toestemming van die Hoofbestuurder, of in die geval van die Hoofbestuurder, die Voorsitter, ononderbroke of onderbroke opleiding ondergaan, of 'n instruksie of kwalifiserende kursus bywoon bo en behalwe enige opleiding wat hy ooreenkomstig die Verdedigingswet, 1957, soos gewysig moet ondergaan: Met dien verstande dat die Bevelvoerder van die betrokke Kommando of Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in belang van die Suid-Afrikaanse Weermag;

(b) The grant of sick leave 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 subregulation (4) of regulation 76.

(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 of 3 years, be granted any further leave of whatever nature to cover his absence from duty owing to illness, except with the approval of the Action Committee.

(2) (a) The granting to an officer or employee of sick leave without pay in terms of subregulation (1) is subject to the submission by him of a satisfactory medical certificate in respect of each absence which exceeds 3 years.

(b) The provisions of subregulations (4) and (5) of regulation 77 are applicable in respect of absences which do not exceed 3 days.

Special Leave with Full Pay.

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

(a) when he writes any examination which the Action Committee may indicate;

(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;

(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, and any amendment thereof, or any regulation made thereunder, to undergo continuous or non-continuous training, except in the case of his initial 9 months training period or if, as a ballottee, he receives his first period of military training at a Military Gymnasium, in which cases special leave with pay equal to the difference between his full pay and the pay which he receives in terms of the Citizen Force Regulations may be granted to him: Provided that the provisions of this subparagraph are not applicable when he is performing full-time service in lieu of peace-time training in terms of section *twenty* of the Defence Act, 1957, as amended;

(ii) when, as a member of the Citizen Force 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 General Manager, or in the case of the General Manager, the Chairman, undertakes any continuous or non-continuous training or attends an instructional or qualifying course over and above any training to which he is liable in terms of the Defence Act, 1957, as amended: 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) wanneer hy as lid van 'n Kommando kragtens die Verdedigingswet, 1957, soos gewysig, of enige regulasie daarkragtens uitgevaardig, opleidings-oefeninge of ander jaarlikse opleiding kragtens artikel vier-en-veertig van genoemde Wet moet bywoon: Met dien verstande dat die Bevelvoerder van die betrokke Kommandement sertifiseer dat bywoning van sodanige opleidingsoefening of ander jaarlikse opleiding in ooreenstemming met die bepalings van voormelde regulasies is;

(iv) wanneer hy as lid van 'n Kommando 'n instruksie- of kwalifiserende kursus bywoon: Met dien verstande dat die Bevelvoerder van die betrokke Kommandement sertifiseer 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 herhalingskursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bekwaamheid te behou, mits die betrokke Leër-, Lug- of Vlootstafhoof sertifiseer 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 vredes-tydse opleiding kragtens artikel twintig verrig of ononderbroke opleiding kragtens artikel drie-en-twintig van die Verdedigingswet, 1957, soos gewysig, ondergaan) met inbegrip van 'n lid van die Kommando wat opleidingsoefening of jaarlikse opleiding kragtens artikel vier-en-veertig van die Verdedigingswet, 1957, soos gewysig, 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 noodtoestande in die Republiek; en

(vii) wanneer hy as lid van die Reserwepolisie-mag kragtens die Polisiewet, 1958, of 'n wysiging daarvan, of enige regulasie daarkragtens uitgevaardig, voltydse opleiding ondergaan of opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste en ander noodtoestande in die Republiek.

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

Verlof wat vir Verlofdoeleindes Tel.

81. (1) Alle verlof, van watter aard ook al, met volle of gedeeltelike betaling, en vakansie- en siekteverlof sonder betaling van altesaam 15 dae in 'n maand, tel vir die doel van verlofaanwas. As die verlof sonder betaling die hieringemelde getal dae oorskry, word—

(a) sodanige oorskryding nie as diens vir die toepassing van subregulasie (1) van regulasie 74 gereken nie; en

(b) die getal dae bepaal ten opsigte van siekteverlof met volle betaling en siekteverlof met halwe betaling wat kragtens subregulasie (1) van regulasie 71 op 'n amptenaar of werknemer van toepassing is, met een ses-en-dertigste ten opsigte van elke sodanige oorskryding verminder en afgetrek van die verlof wat oploop gedurende die bepaalde tydkring van 3 jaar waarin sodanige oorskryding voorkom, of as die beskikbare siekteverlof van die betrokke tydkring van 3 jaar reeds gebruik is, van die verlof wat oploop gedurende die eersvolgende tydkring van 3 jaar.

(iii) when, as a member of a Commando, he is required in terms of the Defence Act, 1957, as amended, 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 of 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, as amended) 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, as amended, 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 Republic; and

(vii) when, as a member of the Police Reserve, he is called up in terms of the Police Act, 1958, and any amendment thereof, or any regulation made thereunder, for full-time training or service in the prevention or suppression of disorders and other emergencies in the Republic.

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

Leave which Counts for Leave Purposes.

81. (1) All leave, of whatever nature, with full or part pay, and vacation and sick leave without pay not exceeding 15 days in the aggregate in a month, shall count for the purpose of leave accrual. If the leave without pay is in excess of the number of days mentioned herein—

(a) such excess shall not be regarded as service for the purposes of subregulation (1) of regulation 74; and

(b) the number of days provided for in respect of sick leave with full pay and sick leave with half pay applicable to an officer or employee in terms of subregulation (1) of regulation 71, shall be reduced by one thirty-sixth in respect of each such excess and deducted from the leave accruing during the particular cycle of 3 years in which such excess occurs, or, if the available sick leave for the particular cycle of 3 years has already been taken, from the leave accruing during the next succeeding cycle of 3 years.

(2) Vakansieverlof sonder betaling en siekteverlof sonder betaling tel as diens vir die vasstelling van die indeling van 'n amptenaar of voltydse werknemer by 'n verlogroep kragtens regulasie 71.

(3) Vakansieverlof wat kragtens subregulasie (1) aanwas gedurende 'n tydperk van vakansieverlof sonder betaling of siekteverlof sonder betaling mag nie aan 'n amptenaar of voltydse werknemer toegestaan word voordat hy, na sy afwesigheid met vakansie- of siekteverlof sonder betaling, weer sy dienste hervat het nie en dan slegs ten opsigte van afwesigheid ná sodanige hervatting van diens.

Ongemagtigde Afwesigheid van Diens.

82. (1) Behoudens die bepalings van paragraaf (c) van subregulasie (1) van regulasie 80 moet alle ongemagtigde afwesighede van diens, benewens enige tugstappe wat teen sodanige amptenaar of werknemer ingestel mag word, beskou word as vakansieverlof sonder betaling, tensy die Aksiekomitee anders bepaal.

(2) Die indiening van 'n amptelike aansoek om verlof word nie vereis in die geval van ongemagtigde afwesighede nie.

Verlof tel vir Doeleindes van Salarisverhoging.

83. Alle verlof, van watter aard ook al, hetsy met of sonder betaling, tel vir doeleindes van salarisverhoging.

Behoud van Verlofvoordele.

84. (1) Wanneer oplopende vakansieverlofvoordele van toepassing op amptenare en voltydse werknemers van die Raad wat in diens van die Nasionale Padveiligheidsorganisasie van Suid-Afrika was onmiddellik vóór die eerste dag van April 1960, gunstiger was as dié wat van toepassing op hulle is kragtens hierdie regulasies, behou sodanige amptenare en voltydse werknemers die eersgenoemde oplopende verlofvoordele en word die onafgebrokenheid daarvan hoegenaamd nie daardeur geraak nie.

(2) Wanneer 'n persoon in diens van 'n plaaslike padveiligheidsvereniging voltyd by die Raad aangestel word, behou hy die opgelope vakansieverlof wat tot sy krediet bestaan het tydens sy diens by die plaaslike padveiligheidsvereniging en vir siekteverlofdoeleindes word sy diens by die plaaslike padveiligheidsvereniging as diens by die Raad beskou. Met dien verstande dat hy in die voltydse diens van die Raad sodanige diens aanvaar op die eerste werksdag wat volg op die datum van beëindiging van sy dienste by die plaaslike padveiligheidsvereniging.

Verlofregister.

85. Die Hoofbestuurder moet ten opsigte van elke amptenaar en werknemer 'n verlofregister hou waarin alle afwesighede van diens volgens die aard van verlof toegestaan, aangeteken moet word en alle verlofaansoeke moet vir audit- en ander doeleindes tesame met die verlofregister bewaar word.

Buitengewone Gevalle.

86. As omstandighede 'n afwyking van die bepalings van hierdie deel regverdig, kan die Aksiekomitee, met goedkeuring van die Minister in oorleg met die Minister van Finansies aan 'n amptenaar of werknemer of klasse amptenare of werknemers verlof toestaan op sodanige voorwaardes wat hy onder die omstandighede dienstig ag. Die Aksiekomitee kan ook, met goedkeuring van die Minister in oorleg met die Minister van Finansies, spesiale verlofvoorregte vir 'n amptenaar of werknemer of klasse

(2) Vacation 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 71.

(3) Vacation leave which in terms of subregulation (1) accrues during a period of vacation 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 or sick leave without pay, and then only in respect of absences after such resumption of duty.

Unauthorised Absence from Duty.

82. (1) Except as provided in paragraph (c) of subregulation (1) of regulation 80 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 Action Committee determines otherwise.

(2) The submission of a written application for leave is not required in the case of unauthorised absences.

Leave Counts for the Purpose of Salary Increments.

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

Retention of Leave Privileges.

84. (1) Where accumulative vacation leave privileges applicable to officers and full-time employees of the Council who were in the service of the National Road Safety Organisation of South Africa immediately prior to the first day of April 1960, were more favourable than those applicable to them in terms of these regulations, such officers and full-time employees shall retain such firstmentioned accumulative leave privileges and the continuity thereof shall in no way be affected.

(2) Upon appointment to the full-time service of the Council of a person in the employ of a local road safety association he shall retain the accumulative vacation leave credit which accrued during his employment with the local road safety association and for the purpose of sick leave his employment with the local road safety association shall be deemed to have been employment in the service of the Council. Provided that he assumed duty upon his appointment to the full-time service of the Council on the next working day following the termination of his employment in the service of the local road safety association.

Leave Register.

85. A leave register shall be maintained by the General Manager in which shall be recorded in respect of each officer and employee all absences from duty in accordance with the nature of the leave granted and all applications for leave shall be filed for audit and other purposes together with the leave register.

Exceptional Cases.

86. If circumstances justify a departure from the provisions of this Part the Action Committee may, with the approval of the Minister in consultation with the Minister of Finance, grant leave to an officer or employee or classes of officers or employees on such conditions as it deems appropriate in the circumstances. The Action Committee may also, with the approval of the Minister in consultation with the Minister of Finance, prescribe special leave privileges for an officer or employee or classes

amptenare of werknemers voorskryf asook verlofaangeleenthede bepaal wat nie deur hierdie regulasies gedek word nie, welke bepaling 'n afwyking van die bepalings van hierdie regulasies kan meebring.

DEEL IX.

VERLOFGRATIFIKASIES.

Toepaslikheid van Verlofgratifikasies.

87. Die regulasies van hierdie deel is van toepassing op alle amptenare en voltydse werknemers in diens van die Raad.

Bevoegdheid vir Gratifikasie.

88. (1) 'n Amptenaar of werknemer kwalifiseer vir die betaling van 'n verlofgratifikasie ingevolge regulasie 89 indien hy minstens 5 jaar aaneenlopende bevredigende diens voltooi het, welke tydperk nie noodwendig die datum van beëindiging van diens onmiddellik vooraf hoef te gaan nie.

(2) Vir die doeleindes van die berekening van die dienstryd in subregulasie (1) genoem word 'n tydperk van militêre diens ten opsigte waarvan spesiale verlof ooreenkomstig die bepalings van regulasie 80 toegestaan is, ingesluit asook enige tydperk van voltydse diens as werknemer aaneenlopend met diens in 'n permanente hoedanigheid, of omgekeerd, tensy 'n verlofgratifikasie aan die einde van sodanige tydperk van tydelike of permanente vorige diens betaal is.

(3) Die bepalings van subregulasie (1) is nie van toepassing in die geval van 'n amptenaar of werknemer wat te sterwe kom nie.

Verlofgratifikasie Betaalbaar ten opsigte van Oplopende Vakansieverlof.

89. (1) 'n Verlofgratifikasie is betaalbaar ten opsigte van oplopende vakansieverlof, uitgesonderd 'n gedeelte van 'n dag, wat tot die krediet van 'n amptenaar of werknemer staan wanneer sy diens eindig ten gevolg van—

(a) dood;

(b) afdanking as gevolg van bereiking van die aftreeleeftyd of op grond van hoë ouderdom;

(c) ontslag as gevolg van swak gesondheid nie deur eie toedoen veroorsaak nie;

(d) ontslag as gevolg van oortolligheid, afskaffing van pos of reorganisasie; of

(e) uitdienstreding alvorens hy die leeftyd van 65 jaar in die geval van 'n manlike amptenaar en 60 jaar in die geval van 'n vroulike amptenaar bereik, mits sodanige uitdienstreding as vroeë aftreding beskou word ooreenkomstig die reëls van 'n pensioen- of voorsorgfonds of onderstandskema ingestel ingevolge die bepalings van artikel een-en-twintig van die Wet.

(2) Die gratifikasie is nie betaalbaar indien 'n amptenaar of werknemer om een van die volgende redes uit die Raad se diens tree nie—

(a) bedanking;

(b) ontslag as gevolg van wangedrag of onbevredigende diens;

(c) drosting;

(d) ontslag as gevolg van swak gesondheid deur eie toedoen veroorsaak.

of officers or employees and determine leave matters which are not covered by these regulations, which determination may result in a departure from the provisions of these regulations.

PART IX.

LEAVE GRATUITIES.

Applicability of Leave Gratuities.

87. The regulations of this Part apply to all officers and full-time employees in the service of the Council.

Eligibility for Leave Gratuity.

88. (1) An officer or employee qualifies for payment of a leave gratuity in terms of regulation 89 on completion of not less than 5 years' continuous satisfactory service which need not necessarily be a period immediately prior to the date of termination of service.

(2) For the purpose of calculating the period of service referred to in subregulation (1) any period of military service in respect of which special leave has been granted in accordance with the provisions of regulation 80, as well as any period of full-time temporary service continuous with permanent service, or vice versa, shall be included unless a leave gratuity has been paid at the end of such period of temporary or permanent previous service.

(3) The provisions of subregulation (1) do not apply in the case where an officer or employee dies.

Leave Gratuity Payable in Respect of Accumulative Vacation Leave.

89. (1) A leave gratuity is payable in respect of accumulative vacation leave, excluding any portion of a day, standing to the credit of an officer or employee when his services terminate as a result of—

(a) death;

(b) discharge owing to attainment of the retirement age or on the grounds of advanced age;

(c) discharge owing to ill-health occasioned without own default;

(d) discharge owing to redundancy, abolition of post or reorganisation; or

(e) retirement before he reaches the age of 65 years in the case of a male officer and 60 years in the case of a female officer provided such retirement is regarded as early retirement on pension in accordance with the rules of any pension or provident fund or benefit scheme established in terms of section twenty-one of the Act.

(2) The gratuity is not payable if an officer or employee leaves the service of the Council for one of the following reasons—

(a) resignation;

(b) discharge owing to misconduct or unsatisfactory service;

(c) abscondence;

(d) discharge owing to ill-health occasioned through own default.

(3) Indien 'n amptenaar of werknemer om een van die volgende redes uit die Raad se diens tree, is die betaling van 'n verlofgratifikasie onderworpe aan die goedkeuring van die Minister in oorleg met die Minister van Finansies en op aanbeveling van die Aksiekomitee—

(a) ontslag weens ongeskiktheid vir sy pligte of onvermoë om hulle op bekwame wyse uit te voer.

(b) ontslag met die oogmerk om doeltreffendheid of besuiniging te bevorder.

(4) Ondanks die bepalings van subregulasie (2) (a) kan 'n verlofgratifikasie, na goedvinde van die Aksiekomitee, aan 'n amptenaar of werknemer wat weens swak gesondheid of afnemende kragte bedank nadat hy die leeftyd van 55 jaar in die geval van 'n man en 50 jaar in die geval van 'n vrou bereik het, betaal word.

Maksimum Omsetbare Verlof.

90. (1) Die maksimum verlof ten opsigte waarvan 'n gratifikasie betaalbaar is, is 184 dae: Met dien verstande dat die omsetbare verlof verminder word met die aantal dae vakansieverlof bo 92 dae wat die amptenaar of werknemer gedurende die laaste jaar van sy diens geneem het: Met dien verstande voorts dat geen vermindering geskied indien die amptenaar of werknemer te sterwe kom nie.

(2) Vakansieverlof wat in plaas van siekteverlof met halwe betaling of siekteverlof sonder betaling geneem is, word buite rekening gelaat in die toepassing van subregulasie (1).

Berekening van die Kontantwaarde van Verlof.

91. Die bedrag van die verlofgratifikasie word bereken deur die volgende formule toe te pas:—

$$\frac{A \times B}{365}$$

waar A die som voorstel van die basiese jaarlikse salaris van die amptenaar of werknemer en die jaarlikse ekwivalent van enige toelaes wat die Aksiekomitee uitdruklik goedgekeur het vir verlofgratifikasiedoeleindes, wat op die laaste dag van sy diens op hom van toepassing is, en waar B die omsetbare verlofkrediet van die amptenaar of werknemer voorstel, onderworpe aan enige vermindering ooreenkomstig die bepalings van subregulasie (1) van regulasie 90.

Algemene Bepalings.

92. (1) Behalwe in die geval van sy dood is die verlofgratifikasie betaalbaar aan die betrokke amptenaar of werknemer.

(2) Waar die diens van 'n amptenaar of werknemer eindig as gevolg van sy dood, word die gratifikasie aan die weduwee betaal of, indien daar geen weduwee is nie, in gelyke aandeel aan of ten voordele van die minderjarige kinders van die oorledene: Met dien verstande dat in die geval van 'n vroulike amptenaar of werknemer wie se diens as gevolg van haar dood eindig, die gratifikasie betaal word aan sodanige van haar afhanklikes, as daar is, en in sodanige verhoudings soos deur die Aksiekomitee vasgestel mag word.

DEEL X.

GESUBSIDIEERDE REISE PER SPOOR VIR PRIVATE DOELEINDES BINNE DIE REPUBLIEK.

Wanneer Aansoek gedoen kan word vir Gesubsidieerde Reise.

93. 'n Amptenaar of voltydse werknemer wat 12 maande ononderbroke diens voltooi het, kan een keer elke kalenderjaar aansoek doen by die Hoofbestuurder,

(3) If an officer or employee leaves the service of the Council for one of the following reasons, the payment of a leave gratuity is subject to the approval of the Minister in consultation with the Minister of Finance and on the recommendation of the Action Committee—

(a) discharge on account of unfitness for his duties, or incapacity to carry them out efficiently;

(b) discharge with a view to promoting efficiency or economy.

(4) Notwithstanding the provisions of subregulation (2) (a), a leave gratuity may, in the discretion of the Action Committee, be paid to an officer or employee who resigns on account of ill-health or failing powers after he has reached the age of 55 years in the case of a male and 50 years in the case of a female.

Maximum Commutable Leave.

90. (1) The maximum leave in respect of which a gratuity is payable, is 184 days: Provided that the commutable leave shall be reduced by the number of days vacation leave in excess of 92 days taken by the officer or employee during his last year of service: Provided further that no reduction shall be made if the officer or employee dies.

(2) Vacation leave taken in lieu of sick leave on half pay or sick leave without pay shall be disregarded for the purposes of subregulation (1).

Calculation of the Cash Value of Leave.

91. The amount of the leave gratuity is calculated by applying the following formula:—

$$\frac{A \times B}{365}$$

where A represents the sum of the basic annual salary of the officer or employee and the annual equivalent of any allowances specifically approved by the Action Committee for purposes of leave gratuity which, on the last day of his service, applies to him and where B represents the officer's or employee's commutable leave credit, subject to any reduction in accordance with the provisions of subregulation (1) of regulation 90.

General Provisions.

92. (1) Except in the case of his death, the leave gratuity is payable to the officer or employee concerned.

(2) Where the services of an officer or employee terminate owing to his death, the gratuity is payable to the widow, or if there is no widow, in equal shares to or for the benefit of the minor children of the deceased: Provided that in the case of a female officer or employee whose services terminate owing to her death, the gratuity is payable to such of her dependants, if any, and in such proportions as the Action Committee may determine.

PART X.

SUBSIDISED JOURNEYS BY RAIL FOR PRIVATE PURPOSES WITHIN THE REPUBLIC.

When Application may be made for Subsidised Journeys.

93. An officer or full-time employee who has completed 12 months continuous service may apply to the General Manager or in the case of the General Manager

of, in die geval van die Hoofbestuurder, by die Voorsitter, vir betaling uit die fonds van 'n subsidie ten opsigte van reise onderneem binne die Republiek, onder die omstandighede en op die voorwaardes soos bepaal by regulasie 94.

Gesubsidieerde Reise per Spoor.

94. (1) Soos bepaal by regulasie 93, kan aansoek deur 'n amptenaar of voltydse werknemer gedoen word vir die betaling van 40 persent van die koste van 'n spoorwegkaartjie deur hom gekoop vir die doel van 'n reis van en na sy woonplek vir hoogstens een reis in elke rigting oor enige trajek van die Suid-Afrikaanse Spoorweë—

(a) ten opsigte van homself gedurende 'n tydperk van goedgekeurde afwesigheidsverlof, en

(b) in die geval van 'n manlike amptenaar of voltydse werknemer, ten opsigte van sy vrou en/of afhanklikes te eniger tyd; of

(c) in die geval van 'n vroulike amptenaar of voltydse vroulike werknemer, ten opsigte van haar afhanklikes te eniger tyd:

Met dien verstande dat, in die geval van die pasgetroude eggenote van 'n amptenaar of voltydse werknemer wat in die huwelik getree het op 'n ander plek as by sy gewone standplaas, die aansoek om betaling vir 'n reis vanaf die spoorwegstasie wat sodanige plek bedien tot by sy standplaas kan wees: Met dien verstande verder, dat die aansoek 40 persent moet wees van die koste van sodanige reis met sodanige treindiens en sodanige aard van die akkommodasie daarop soos bepaal kan word kragtens subregulasie (1) van regulasie 54 vir amptelike reise: Met dien verstande, ten laaste, dat geen aansoek om betaling gedoen kan word ten opsigte van enige ekstra koste betrokke by spesiale bespreking van spoorwegakkommodasie vir uitsluitlike of private gebruik nie.

(2) Die Hoofbestuurder of die Voorsitter, na gelang van die geval, moet, alvorens hy sy goedkeuring heg aan 'n aansoek tot hom gerig kragtens subregulasie (1), vasstel welke persone, wat lede van die huishouding van die amptenaar of voltydse werknemer is, as afhanklikes vir die doel van die aansoek beskou kan word, en enige goedkeuring toegestaan of bepaling deur hom gemaak, word as beslissend beskou.

Betekenis van die Uitdrukking „Kalenderjaar”.

95. Die uitdrukking „kalenderjaar” soos in regulasie 93 vervat beteken die tydperk van 12 maande wat op 31 Desember eindig en waarin die heenreis begin het ten opsigte waarom die aansoek om betaling van 'n subsidie gedoen is.

he may apply to the Chairman for payment from the fund once in every calendar year of a subsidy in respect of the cost of travel within the Republic undertaken either in the circumstances and under the conditions for which provision is made by regulation 94.

Subsidised Journeys by Rail.

94. (1) Application may be made as provided by regulation 93 for the payment of 40 per cent of the cost of a railway ticket purchased by an officer or full-time employee, for the purpose of travel from and to his home over any section not more than once in each direction of the South African Railways—

(a) in respect of himself during a period of authorised leave of absence, and

(b) in the case of a male officer or full-time male employee in respect of his wife and/or dependants at any time, or

(c) in the case of a female officer or full-time female employee in respect of her dependants at any time:

Provided that in respect of the newly married wife of an officer or full-time employee who has married at a place away from his home the application for payment may be for a journey from the railway station serving that place to his home: Provided further than the application shall be for 40 per cent of the cost of such travel by such train service and such nature of the accommodation thereon as may be specified in terms of subregulation (1) of regulation 54 for official journeys: Provided lastly that no application for payment may be made in respect of any extra cost involved in the special booking of railway accommodation for exclusive or private use.

(2) The General Manager or the Chairman as the case may be, before granting his approval of an application made to him under subregulation (1), shall determine what persons being members of the household of the officer or the full-time employee may be regarded as his dependants for the purpose of the application and any approval granted or determination made by him in regard thereto shall be final.

Meaning of Expression “Calendar Year”.

95. The expression “calendar year” contained in regulation 93 means the period of 12 months ending on 31 December during which the forward journey in respect of which the application for payment of a subsidy is made, is commenced.

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