

SPECIAL CONDITIONS

1986 EDITION

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1. GENERAL**101 DESIGNATED OFFICERS**

Designated officers are officers appointed to the public service of Solomon Islands by the appropriate Commission under the provisions of Chapter B of General Orders, who are designated by the Minister of Overseas Development in terms of the overseas Service Aid Scheme Agreement for the purpose of receiving special supplementation from Her Majesty's Government in the United Kingdom.

Amendment No. 243/85

102 APPLICATION

The provisions of this Chapter of these Special Conditions shall apply only to designated officers and the word "officer" shall be construed accordingly throughout.

103 GENERAL ORDERS

General Orders shall apply in their entirety to designated officers, except in so far as-

- (a) any contract of service makes other provision or expressly excludes any General Order; or
- (b) the contrary intention appears in any one of them.

In the event of any conflict between the provisions of this Chapter of Special Conditions and those of General Orders, the provisions of Special Conditions shall prevail.

Amendment No. 243/85

104 Effective date of these Special Conditions

This Chapter of "Special Conditions" came into force on 1 January 1975. The original definition "Chapter R" previously used throughout the various sections has been omitted in this Edition. This edition of Special Conditions supersedes the previous edition. With effect from 1 November 1985, no claim will be entertained in relation to any entitlement to or eligibility for any benefit falling outside the scope of this edition except as prescribed and varied therein.

Amendment No. 243/85

Amendment No. 26/86

2. LENTH OF TOUR**203 CONTRACT OFFICERS**

A tour of service for an officer serving on agreement shall comprise either 24 or 36 months resident service in accordance with the terms of the officer's agreement of service or nay variations of the agreement as may be agreed between the Permanent Secretary for the Public Service and the Officer.

204 TWENTY FOUR MONTH TOURS

1. Where an officer is engaged for a 24 month tour of resident service on first appointment, the length of the tour shall be calculated from the dates of arrival and departure from Solomon Islands.

2. Where an officer is returning for further service and the exigencies of the Service so require, he many be require, he may be required to serve a tour of longer or shorter than 24 months of resident service on the direction of the Responsible Officer with the concurrence of the Permanent Secretary for the Public Service.

3. The officer may at his request, subject to the public interest which shall be over-riding and with the approval of the Permanent Secretary for the Public Service, extend his tour beyond 24 months to a maximum of 27 months.

4. Any extension of tour beyond 24 months may be subject to a certificate of medical fitness from a government medical officer.

5. An officer may at his request and with the approval of the Permanent Secretary for the Public Service serve for a shorter tour than 24 months in the following circumstance-

(a) on medical grounds on the issue to a certificate by a government medical officer under SC 601; or

(b) on compassionate grounds in circumstances under which a passage would be granted under SC 901; or

(c) on grounds of urgent private affairs.

6. An alternative to paragraph 2 of this condition and subject to the appropriate Service Commission's approval, the Permanent Secretary for the Public Service may, where it is in the Public interest, recommend and officer to convert his contract to an extended tour of up to 36 months with mid-tour leave

Amendment No. 243/85

Amendment No. 21/86

205 THIRTY SIX MONTH TOURS

1. Where an officer has converted to a 36 month tour the length of the tour shall be 36 months of resident service, exclusive of mid-tour leave, to the nearest convenient plane departure by a normal route.

2. A 36 month tour shall normally be divided into two eighteen month segments interrupted by a period of mid-tour leave. The point at which mid-tour leave is taken is at the discretion of the Responsible Officer but should commence within the fifteenth and twenty first months of the tour as the public interest requires.

Proposals to grant mid-tour leave outside those limits, including the grounds set out in SC 204.5, shall be referred to the Permanent Secretary for the Public Service.

3. An officer may at his request and with the approval of the Permanent Secretary for the Public Services serve for a shorter tour than 36 months in the circumstances set out in SC 204.5. In appropriate circumstances a tour of 24 months continuous resident service may be substituted or negotiated in lieu of 36 months resident service interrupted by mid-tour leave.

4. Where an officer is returning for further service and the exigencies of the service so require he may be required to serve a tour of longer or shorter than 36 months on the Responsible Officer with the concurrence of the Permanent Secretary for the Public Service.

Amendment No 205/86

206 BEGINNING OF A TOUR

A tour of resident service on first appointment or on return from vacation leave between tours begins on the date of the officer's arrival in Solomon Islands.

PROVIDED that where an officer is required by his Responsible Officer to undertake a period of duty on his way to Solomon Islands the date of the beginning of the tour may be adjusted by the Permanent Secretary for the Public Service to take account of such duty.

207 INSTITUTIONAL LEAVE

Officers posted to schools or other educational institutions which as part of their annual programmes go into holiday recess should take vacation leave over the long recess and an officer eligible for vacation leave should whenever possible complete a tour at the beginning of a recess particularly when he is returning for further service. Where this means that an officer would complete less than the prescribed tour under this Section, action should be taken under SCs 204 or 205 as appropriate.

3. LEAVE**301 GENERAL PRINCIPLES**

The general principles set out in section 1 of Chapter J of General Orders shall apply to all leave for which provision is made in this Chapter.

302 DEFINITION

In this Chapter of these Conditions “vacation leave” means leave due and taken at the end of a tour of resident service or taken in mid-tour in anticipation of such leave and referred to in this Chapter as ‘mid-tour leave’.

4. VACATION LEAVE**401 RATE OF VACATION LEAVE**

Officers shall earn leave, including terminal leave, at the following rate:

- (a) the leave-earning rate will be 3 ½ days a month for each completed month of service, irrespective of the officer's grade and whether he is serving a two year or three year tour; and
- (b) travelling time between Solomon Islands and the United Kingdom is 3 days in either direction.

Effective date: 1/12/83
Amendment No. 243/85

402 MID-TOUR LEAVE

Mid-tour leave may be granted for a period not exceeding the number of days earned by the officer in terms of SC. 401 up to the date of departure on leave together with appropriate traveling time under SC. 413, at the discretion of the Responsible Officer. When it is in the public interest that a shorter period of leave be taken the Responsible Officer may arrange accordingly provided that, save exceptionally with the approval of the Permanent Secretary for the Public Service, the period of leave approved exclusive of traveling time shall not be less than eight weeks.

404 LEAVE EARNED TO BE TAKEN

1. Save as is provided under SC 410 an officer shall on completing a tour be granted and shall take all vacation leave for which he is eligible in respect of that tour.
2. An officer who for personal reasons resumes duty before he is instructed to do so may forfeit the leave which had been authorized but not taken.

Amendment No. 243/85

405 COUNTRY OF LEAVE

Vacation leave shall normally be granted to be spent in the officer's country of origin except that, subject to the approval of the Permanent Secretary for the Public Service, an officer's leave may be spent in another specified country other than Solomon Islands.

406 VACATION LEAVE TAKEN DURING A TOUR

1. Responsible Officers may on application from an officer approve leave to be taken in the course of a tour in any of the following circumstances:-
 - (a) for the purpose of taking mid-tour leave in the course of a 36 month tour;
 - (b) for recreational purposes under the provisions of SC702.1;
 - (c) on compassionate grounds;
 - (d) on the ground of urgent private affairs;

- (e) by a married officer unaccompanied by his family in circumstances which qualify for the grant of passage at the public expense under Section 10 of this Chapter.
- 2. Save in (b) above or as may be expressly provided elsewhere in this Chapter, and such leave shall be deducted from vacation leave granted at the end of the officer’s tour of service. An officer may elect, however, as an alternative, to take leave without pay for the whole or any part of such leave.
- 3. Leave taken during a tour in any of the circumstances set out in paragraph I with the exception of (b) of this Condition together with any associated traveling time under SC413 shall no be reckonable as resident service and is not itself leave earning.

Amendment No. 243/85

408 FRACTIONS OF A MONTHS SERVICE

When the vacation or terminal leave of an officer is being calculated any days of resident service in excess of completed months will earn him vacation leave, including differential where applicable, at the appropriate leave earning rate in eh proportion that the number of days served bears to a month as follows.

These columns only applicable to officers
Serving an “Old” Contract.

Leave earning Rate 3 ½ days per month		Leave earning rate 4 days per month		Leave earning rate 5 days per month		Leave earning rate 6 days per month	
DRS	L	DRS	L	DRS	L	DRS	L
9	1	8	1	6	1	5	1
18	2	15	2	12	2	10	2
27	3	23	3	18	3	15	3
31	3 ½	31	4	24	4	20	4
				31	5	25	5
						31	6

DRE = Days of Resident Service

L = Leave days

The table shall be interpreted as if he words “ up to “ were inserted before the number of days of resident service in each of the four columns.

NOTE: Officers designated after 1 December 1983 are eligible for leave earning rate at 3 ½ days a month for each completed month of service, irrespective of the officer’s grade and whether he is serving a two year or three year tour.

Amendment No.240/85

410 DEFERRED LEAVE

Where vacation leave has been earned but cannot be taken for reasons of the public interest between tours it may be converted to “deferred leave” and taken in accordance with the following rules –

- (a) a Responsible Officer with the approval of the Permanent Secretary for the Public Service may require an officer either before he goes on leave between tours or while he is on vacation leave to cut short his vacation leave in the public interest and resume duty before his normal leave ends. In such cases any balance of vacation leave untaken is converted to deferred leave and stands to the credit of the officer;
- (b) vacation leave may not be converted to deferred leave for any reason other than in the public interest nor may it be allowed to accumulate in excess of 42 days for any reason in respect of leave earned in Solomon Islands;
- (c) an officer may be required by his Responsible Officer with the approval of the Permanent Secretary for the Public Service to reduce the balance of deferred leave standing to his credit by taking such amount thereof as the Responsible Officer shall prescribe at a time when an officer is taking vacation leave either between tours or in mid-tour;
- (d) an officer may apply to his Responsible Officer to take any deferred leave standing to his credit where ever he applies for and is granted leave within a tour under SC406;
- (e) an officer proceeding on terminal leave shall take such deferred leave in respect of the whole of his public service as is standing to his credit before any vacation leave which may have been due to him in respect of his final tour.

Amendment No. 243/85

411 VACATION AND DEFERRED LEAVE – TERMINAL BENEFITS

Both vacation and deferred leave are gratuitable leave.

412 CALCULATION OF VACATION LEAVE.

Vacation leave is calculated in the following manner –

- (a) the completed number of calendar months of resident service in the current tour should first be entered and multiplied by the number of days leave for which the officer is eligible in respect of each completed calendar month of resident service in accordance with SC 401;
- (b) the rule n SC 409 should then be applied and any additional days of leave so calculated added;
- (c) If required by the Government or at the request of the officer that the approval of the Responsible Officer and Permanent Secretary for the Public Service any leave deferred from previous tours should then be added;

- (d) any leave debited from previous tours or leave granted in the current tour in anticipation of vacation leave in terms of SC406 should then be subtracted;
- (c) finally, the number of days traveling time for which the officer is eligible under SC 413 should be added.

Amendment No. 243/84

413 TRAVELLING TIME

1. Any officer, who is granted passages at Government expense under Section 8 of this Chapter, will also be granted traveling time on full pay based on the length of the air journeys between Solomon Islands and his approved country.
2. Save as is otherwise provided the allowance of traveling time for journeys between Solomon Islands and those countries indicated below shall be subject to adjustment from time to time but is currently -
 - (i) between Solomon Islands and the United Kingdom and Europe: 3 days;
 - (ii) New Zealand: 2 days
 - (iii) Australia: 1 day

Amendment No. 243/85

3. Travel time for passages on medial and compassionate grounds shall be the actual duration of the journey by the most direct route or the time laid down in paragraph 2 of this Condition whichever is the less.
4. For the purpose of computing an officer's expected period of absence from Solomon Islands, vacation leave and traveling time may be added together and the sum described as the "period of authorized absence from Solomon Islands" on his Overseas Leave Certificate.
5. Any officer who is permitted under the provisions of Section 8 of this Chapter to travel by sea shall be granted the normal allowance of travel time for each journey appropriate to the equivalent air journey. Any excess of traveling time above the allowance will count against his earned leave.

Amendment No. 243/85

414 FAILURE TO RESUME DUTY ON THE DUE DATE

When an officer fails to resume duty on the date specified by the Responsible officer and no extension has been granted, the officer shall be deemed to be on leave without pay and the procedure prescribed in GO J208 shall be followed.

415 CHECK LIST OF THINGS WHICH MUST BE DONE BEFORE PROCEEDING ON VACATION LEAVE

1. An officer wishing to proceed on vacation leave between tours or mid-tour leave should submit to the Responsible Officer his application for leave in the prescribed form (except where the time does not permit or the case is one of urgency) at least three months before the proposed date of departure.
2. The Responsible Officer will be held responsible for seeing that the details set out in the form of application are correct in every particular.
3. After approval by the Responsible Officer one copy of the application will then be returned to the officer.
4. Before leaving an officer shall furnish his Responsible Officer with his leave address or leave addresses with relevant dates and shall promptly notify the Responsible Officer by air letter of any alteration to such address or addresses while he is on leave.
5. All officers shall report their arrival in Britain to the Crown Agents, 52 Grosvenor Gardens, Victoria, London, SW1W 0AQ and by air letter to the Permanent Secretary for the public Service, Honiara, Solomon Islands.
6. An officer arriving for vacation leave in Australia or New Zealand shall inform the Government Agents there of his address or addresses with relevant dates between which he will be resident at those addresses.
7. For officers on leave in The United Kingdom a copy of the Overseas Leave Certificate shall be sent to the Crown Agents in London and the Permanent Secretary for the Public Service, Solomon Islands.
8. For Officers whose leave is to be spent in Australia, New Zealand or elsewhere, a copy of the Certificate shall be sent each to the Permanent Secretary for the Public Service, Honiara and to the Government's Agents in the country where the leave is to be spent.
9. Before proceeding on leave an officer must ensure that he has: -
 - (a) a copy of his Overseas Leave Certificate;
 - (b) valid passports for himself and family and that he is in possession of all necessary health certificates;
 - (c) arranged with the furniture officer to take over the quarter and furniture therein;
 - (d) settled all accounts such as water and electricity;
 - (e) arranged with the Government Chief Supply Officer regarding the storage/shipment of effects;
 - (f) obtained re-entry permits, where applicable, for his passage through transit points en route back to Solomon Islands

416 VACATION LEAVE ON RESIGNATION

1. An officer who resigns before completing his prescribed tour shall be eligible for vacation leave earned at the due rate during his current tour together with any deferred leave standing to his credit.
2. A female officer who resigns before completion of her prescribed tour for the purpose of getting married shall be eligible for vacation leave at the full rate.

418 LEAVE OUTSTANDING ON THE DEATH OF A SERVING OFFICER

1. When an officer dies in the service the monetary value of any deferred leave outstanding under SC 410 and of any vacation leave earned in the officer's current tour shall be paid to the widow of the deceased officer or, where there is no widow, to any surviving dependent children. Where there is no widow or dependant children, payment shall be made into the deceased officer's estate.
2. In calculating the leave due, account shall be taken of any leave or local leave taken under SC 406 including any period of travel time.

5 EXTENSION OF LEAVE**501 WITHOUT SALARY**

Extension of leave other than extensions granted under the provisions of this section shall be without salary.

Amendment No. 243/85

502 WHEN EXTENSIONS MAY BE GRANTED

Extensions of leave may be granted by the Permanent Secretary for the Public Service:-

- (a) in the public interest;
- (b) awaiting passages;
- (c) because of extended illness; or
- (d) illness while on leave.

Amendment No. 243/85

503 PUBLIC INTEREST

Extensions of leave may be granted to officers on the ground of public interest. Unless otherwise directed, such extensions will be granted with full salary.

PROVIDED that where the reason for the extension in the public interest is duty or to attend a conference, attendance at which is in the interests of Solomon Islands, no extension will be granted for periods of consecutive duty of five working days or less nor will applications be entertained on the grounds that more than five working days duty in aggregate has been done but because of circumstances outside the officer's control such duty days could not be arranged consecutively.

Amendment No. 243/85

504 AWAITING PASSAGES

Where no aircraft is available on the date upon which an officer is due to return to duty he may be granted an extension of leave with full salary until the next available aircraft;

PROVIDED that any such extension shall be deducted from his next period of leave or be set against any deferred leave he may have earned:

PROVIDED ALSO that if the period of extension of leave required until the next available aircraft is greater than the period of curtailment of leave involved in his traveling by the aircraft next before the due date he shall be required to travel by the latter and the amount of leave so curtailed shall be deferred.

Amendment No. 243/85

505 EFFECTIVE DATE

Extension of leave shall date from the expiration of the original leave, and not from the date on which the officer would have had to embark if his leave had not been extended. Extensions of leave cannot be deferred.

Amendment No. 243/85

6. SICK LEAVE**601 LEAVE FOR MEDICAL TREATMENT OUTSIDE SOLOMON ISLANDS**

1. When in terms of SC 1716 an appropriate Specialist Consultant or in his absence, a Chief Medical Officer designated by the Under Secretary (Health and Medical Services) certifies that an officer while on duty in Solomon Islands is in need of medical examination or treatment and that -

- (a) it cannot be carried out in Solomon Islands; and
- (b) such examination or treatment cannot be deferred until the officer takes mid-tour leave or has completed his tour and proceeded on vacation leave,

the principles of GOs J405 and J406 shall apply; provided that before using up any deferred or vacation leave in terms of GOs J405 and J406.1(b), the officer shall first exhaust any local leave for which he may be eligible under SC 702 of this Chapter of these Conditions.

2. An officer will normally be required to return to Solomon Islands after treatment or examination to complete a tour of resident service.

Where, however, it is in the public interest, the Permanent Secretary for the public Service, following consultation with the Responsible Officer, may require the officer to take mid-tour leave or may approve a shorter tour and require the officer to proceed on vacation leave.

3. Leave granted to an officer under paragraph 1 of this Condition is subject always to -

- (a) the officer carrying out the instructions of the medical practitioner treating him;
- (b) no detention, subsistence, or excess baggage allowance being paid; and
- (c) leave granted and taken outside Solomon Islands not counting as resident service.

Amendment No. 243/85

603 SICKNESS OF CONTRACT OFFICERS ON VACATION LEAVE

When a contract officer outside Solomon Islands cannot return to duty following mid-tour leave or embark upon a second or subsequent contract because of illness the matter shall be reported to the Permanent Secretary for the Public Service, Honiara, who may approve sick leave in accordance with the circumstances and on the lines of the principal provisions for sick leave applicable to other officers under the General Orders but not on more favourable terms.

Amendment No. 243/85

604 EXTENDED ILLNESS WITHIN SOLOMON ISLANDS

In cases of illness extending beyond 42 days continuous absence from duty but when the officer is not sent out of Solomon Islands for examination or treatment, the principles of GO J406 shall apply: PROVIDED that before using up any deferred or vacation leave the officer shall first exhaust any local leave for which he may be eligible under SC 702.1

7 LOCAL LEAVE**701 DEFINITION**

For the purposes of this Section of Special Conditions “local leave” means-leave normally taken locally for the purpose of recreation, rest or recuperation

Amendment No. 243/85

702 RATE

1. Local leave under SC701 is limited to five days a year and is subject to the exigencies of the service. It may not be accumulated from one tour to another and may not, save exceptionally, be taken within three months of an officer starting or ending a tour of service or return from mid-tour leave. It may be approved by Responsible Officers and qualifies as resident and leave earning service for the purpose calculating length of tour.

2 Details of local leave granted by Responsible Officers in terms of this Condition shall be notified to the Permanent Secretary for the Public Service and to the Accountant General, Ministry of Finance.

Effective date: 1/1/85

Amendment No. 243/85

703 REST DAYS

Local leave includes Saturdays, Sunday s and Public Holidays which fall therein.

704 OVERSTAY

An officer who overstays local leave with the approval of his Responsible Officer will have any excess days deducted from any balance of local leave due or from vacation leave in respect of that tour but may be subject to disciplinary action if he overstays his local leave without the approval of his Responsible Officer and fails to give a satisfactory explanation for his absence.

Amendment No. 243/85

705 SCHOOL STAFF

Officers posted to schools and other educational institutions specified by the Permanent Secretary, Ministry of Education and Training will not be permitted to take local leave during the school or institutional terms but may be granted local leave during school or institutional holidays.

706 LEAVE OUTSIDE SOLOMON ISLANDS

Subject to GO C202 (2) local leave may, exceptionally, be spent outside Solomon Islands with the approval of the Permanent Secretary for the Public Service but no passage or other expenses will be met by the Government nor will traveling time be granted.

710 LEAVE EARNING

Periods of local leave are vacation leave earning and are counted as resident service for the purposes of assessing tour length.

8. PASSAGES**PART I: GENERAL****801 PASSAGES NOT OF RIGHT**

1. Whenever an officer is granted a passage at Government expense it is for the purpose of carrying out a journey authorised by the regulations and does not convey any entitlement to a sum of money. Accordingly, the provision of passages by sea or by air from public funds is not an absolute right nor can passages be commuted for cash.

2. Passages will be granted at the economy class rate without exception

Amendment No. 243/85

802 AIRPORT SERVICES CHARGES

An officer who travels by air must pay all airport service charges and any charge for transportation between airport and air terminal. When the officer is traveling on passages at Government expenses these charges will be refunded on the presentation of receipts or tickets to the Accountant-General.

803 TRAVEL DOCUMENTS

Officers must ensure that all their travel documents, that is to say, passports, visas, inoculation and vaccination certificates and tickets for themselves and their families are in order before their journeys start. These are personal responsibilities of officers and if an officer is unable to take up a passage because of his failure to have complied with regulations concerning travel documents, he will be required to make good any losses sustained by the Government as a result thereof.

804 RETURN PASSAGES

Officers traveling on leave must book their return passages before they depart from Solomon Islands or alternatively make any bookings they require overseas themselves. They should avoid calling on the Government's overseas Agents to undertake leave passage bookings for them.

Amendment No. 243/85

PART II: MEANS OF TRAVEL**805 ON FIRST APPOINTMENT, VACATION AND TERMINAL LEAVE**

The normal means of travel for all officers and members of their families on first appointment and vacation leave (whether mid-tour leave or terminal leave) will be by air. Any officer who elects may be permitted to travel by sea, provided that the aggregate cost is not greater than his normal entitlement under SC 801. Travelling time above the allowance prescribed under SC 413 shall be counted against his earned leave.

Amendment No. 243/85

808 MEDICAL REASONS – SEA TRAVEL

If an officer or members of his family eligible for a passage at Government expense is certified by a medical officer as unfit to fly he and members of his family may be permitted to travel by sea.

PART III: PASSAGES**810 ELIGIBILITY FOR PASSAGES**

Officers are eligible for passages at Government expense between the country of origin and the duty station in Solomon Islands on the following occasions –

- (a) on first appointment including appointment on secondment;
- (b) on vacation leave between tours or on mid-tour leave taken in the course of a 36 month tour;
- (c) on final departure from Solomon Islands on completion of a tour or as otherwise permitted in accordance with the provisions hereof;
- (d) on compassionate grounds in accordance with those provisions in Section 9 of this Chapter;
- (e) for medical examination or treatment in accordance with SC 816;
- (f) when unaccompanied by their families in terms of section 10 of this Chapter.

Amendment No. 243/85

811 CLASS OF TRAVEL ACCOMMODATION

Except as otherwise expressly stated the class of accommodation for which officers are eligible when traveling by air on first appointment, mid-tour and inter-tour leave and final departure from Solomon Islands shall be by economy class by the normal route

812 NORMAL ROUTE

1. Subject to any variations which the Permanent Secretary for the Public Service may from time to time approve or direct, the normal route from and to Solomon Islands for officers proceeding on or returning from leave shall be by air -

- (a) to Australia direct to Brisbane;
 - (b) to New Zealand via Nadi;
 - (c) to the United Kingdom via Nadi and the USA, or via Port Moresby and Hong Kong, thence by the direct route;
 - (d) to any other country as approved by the Permanent Secretary for the Public Service.
2. Officers or members of their families permitted to travel by sea under SC 808 must travel to and from Solomon Islands by the most direct route.

Amendment No. 243/85

813 FAMILY PASSAGES

1. Subject to the remaining provisions of this Condition where an officer is eligible for a passage at government expense or a passage grant or allowance under the provision of SC810 (a) (b) (c) or (e) he will be eligible for similar passages or grants for his wife and up to four dependent children.
2. Passages in respect of the officer's vacation leave taken between tours or mid-tour or on final departure from Solomon Islands shall be granted, where the officer otherwise qualifies, only if his wife and each child for whom a passage is claimed has resided in Solomon Islands during the officer's tour, or part of tour for which leave is granted, for a period of three months in respect of each set of passages claimed.
3. A child otherwise eligible for a passage who reaches his 19th birthday while in Solomon Islands will nevertheless be entitled to a return passage to the officer's country of origin.
4. Subject to SCs 1106.2, and 1116, an officer who is granted holiday visit passages for a child under Section 11 of this Chapter shall not be eligible for tour passages in respect of the same child for the same tour under this Condition. The right to a tour passage may revive if eligibility for holiday visit passage ceases for any reason and the child qualifies for a tour passage in all other respects.
5. Where during vacation leave an officer is permitted to attend a course of instruction in a country other than his country of origin and his passage is met from public funds the passage costs provided for his family will normally be limited to the cost of passages for them to the officer's country of origin or the actual cost whichever is the less.
6. A married woman officer shall be eligible for passages for herself, her husband who is a public officer and up to four dependent children.
7. A locally appointed woman officer to whom Section 2 of Chapter P of these Orders applies who is married to a designated officer qualifies for a passage in accordance with her husband's eligibility and not in her own right.
8. While the number of passages which may be granted at government expense is limited by SC 810 and by the terms of this Condition, an officer and his family may travel by a lower grade of accommodation than their eligibility and apply the savings towards the cost of passages for dependent children in excess of four.

Amendment No. 243/85

814 PASSAGES TO THE UNITED KINGDOM FOR OFFICERS WHOSE COUNTRY OF ORIGIN IS ELSEWHERE

Where under the terms of SC 405 a designated officer not entitled to leave in the United Kingdom is permitted to spend his leave or part of his leave there on the grounds that it is the public interest, Permanent Secretary for the Public Service with the concurrence of the ODA may approve return passages at Government expense in the appropriate class by the normal route and means between Solomon Islands and the United Kingdom.

Amendment No. 243/85

815 PASSAGES TO OTHER THAN THE OFFICER'S COUNTRY OF ORIGIN

1. Where an officer is granted vacation leave between tours or mid-tour to be spent elsewhere than his country of origin, he shall be eligible for return passages at Government expense in accordance with these Conditions to and from the country where such leave is to be spent.
2. When the country of origin of an officer has been changed with the approval of the Overseas Development Administration for the purposes of Overseas Service Aid Scheme supplementation arrangements, the new country of origin shall be the approved country for the purpose of passage and baggage eligibility under this Chapter of Special Conditions and the officer shall not retain any eligibility for passages and related benefits to his original country of origin.
3. Save where passages are granted in the public interest under SC 814 the total cost of passages to an approved leave destination on vacation leave (between tours or mid-tour) or termination of contract, other than the officer's country of origin as approved by the Overseas Development Administration shall not exceed the cost to the Government of the passage for which the officer would have been eligible if he had proceeded to his country of origin.

Amendment No. 243/85

816 MEDICAL PASSAGES

1. Where an officer is granted leave on medical grounds in accordance with the provisions of SC. 601 he will receive a passage at Government expense in the appropriate class by the normal route and means to the prescribed place of examination or treatment and if it is considered desirable that the officer be accompanied by his family, passages up to the normal number of passages for which the officer is eligible may be granted for his family.
2. If it is considered desirable that the officer should return to duty after examination or treatment in order to complete his tour, return passages at Government expense may be provided and the granting of outward and return passages shall not reduce his passage eligibility for his next leave.
3. If, however, it is ruled that the officer shall not return to duty, passages to his approved country of leave may be granted as if he were proceeding on vacation leave from Solomon Islands travelling via the country in which he was receiving medical treatment or examination; or if the country in which he was receiving treatment or examination was his approved country for leave purposes he shall continue on his vacation leave there.
4. When, in terms of Part III of Section 17 of this Chapter, a medical officer certifies that an officer's wife or dependent child requires treatment or examination outside Solomon Islands, return passages may be granted for the wife or child or wife and children up to the normal eligibility if it is considered desirable that they should go together (on the conditions set out in SC 601.3) and this shall not reduce the officer's passage eligibility in respect of his family if they are returned to Solomon Islands before he next proceeds on mid-tour leave or leave between tours as appropriate.

5. If it is considered essential that an officer should accompany his wife or child for the purposes mentioned in paragraph 4 above, the provisions of paragraphs 1, 2 and 3 above shall apply. The Permanent Secretary for the Public Service, following consultation with the appropriate Responsible Officer and if necessary with an Under Secretary, Ministry of Health and Medical Services shall decide whether the circumstances justify the return of the officer to complete his tour or whether he should be required to proceed on mid-tour leave or leave between tours as appropriate.

Amendment No. 243/85

817 SHORT TOUR IN THE PUBLIC INTEREST

Where an officer is granted vacation leave in the public interest in accordance with SC 204.2 and SC 205.4 he shall be eligible for return passages for himself and his family at the Government expense by the normal means and route and in the appropriate class subject to the limitations of SC813.

818 PASSAGES ON DEATH OF OFFICER

The widow and all dependent children under 19 years of age of an officer who dies during a tour of resident service may be granted passages at government expense to the officer's country of origin by the normal route and by the class of accommodation for which the officer would have been eligible under SC 811 when proceeding on vacation leave between tours; or to such other destination as the widow shall choose provided that the cost of such passages may not exceed the cost of passages to the officer's country of origin.

820 PASSAGES ON RESIGNATION OR ON PREMATURE TERMINATION OF CONTRACT

1. When a contract officer terminates his contract giving due notice but before completing a tour as prescribed in his contract agreement his liability for inward and outward passage costs for himself and his family shall be calculated in the manner prescribed in paragraphs 2 to 5 of this Condition.

2. If the officer is serving a 24 month tour the cost of the inward passage will be regarded as paid for if the officer serves for not less than half of such tour. If he resigns before mid-tour he may be called upon to pay such proportion of the inward passage costs as the unserved period of the first half of the tour bears to half the tour.

3. The liability of the officer for the costs of the homeward passages to the country of origin will be limited to such proportion of the costs of the passages at the economy air travel rate as the period remaining unserved of the second half of the tour bears to half the tour.

4. If the officer is serving a 36 month tour and resigns before taking mid-tour leave the rules in paragraphs 2 and 3 of this Condition shall apply as if he were serving a 24 month tour.

5. If the officer is serving the remaining portion of a 36 month tour after taking mid-tour leave and resigns before completing such remaining portion he may be called upon to pay such proportionate costs of the inward and outward passages relating to such remaining portion as the Permanent Secretary for the Public Service shall decide. In deciding the proportionate cost to the officer, the Permanent Secretary for the Public Service shall be guided by the principles set out in paragraphs 2 and 3 of these conditions.

6. For the purpose of this Condition “passage costs” means the air fare for the appropriate class together with any baggage allowance received by or grant paid to the officer in terms of section 13 of this Chapter of these Conditions.

7. The Permanent Secretary for the Public Service may exercise discretion regarding an officer’s liability under this Condition where there are compassionate or extenuating grounds

Amendment No. 243/85

821 SEA PASSAGES

1. An officer who is permitted to travel by sea may travel in any class of accommodation provided that the liability to the Government shall be limited to the cost of passages in the appropriate class of air passage for the officer, his wife and up to four dependent children or the actual cost of passages whichever is the less. The officer will be granted the following -

- (a) the period of travel time prescribed in SC 413.2; and
- (b) a passage grant equal to the cost of air passages in the appropriate class by the normal or excursion route as appropriate and up to the cost of the passages for the officer, his wife and four dependent children to the officer’s country of origin.

Amendment No. 243/85

823 BOOKING PASSAGES

1. Except on first appointment when all passages are booked by the Government Agent concerned, an officer eligible for passages under the provisions of SCs 810 and 813 is required to make his own passage booking arrangements.

2. Officers must present their used airline tickets to the Accountant General for examination within 30 days of their return to Solomon Islands from leave between tours or mid-tour leave.

824 PASSAGE GRANTS

1. An officer may with the approval of the Permanent Secretary for the Public Service travel between Solomon Islands and his approved leave destination on vacation leave (including mid-tour leave) and on final departure from Solomon Islands by a route other than the normal route. Officers so traveling may receive a passage grant equivalent to the cost to Government of the officer’s air passage eligibility under SCs 811, 812, 813 or 820.

2. Under the provisions of this Special Condition no officer will be permitted to receive a passage grant in cash. The officer will require to make all necessary arrangements with his travel agent and to forward the travel agent's account for settlement to the Accountant General who will remit the appropriate passage entitlement or the cost of the fares, whichever be the less, direct to the agent. The agents' accounts must be submitted at least four weeks in advance of the officer's intended departure from Solomon Islands.

3. Passage grants may be expended on any mode of travel. They may not be applied to meet the cost of double journeys over the same route nor double payments for one journey over one route. Where the officer has not expended the whole of his travel grant prior to his departure from Solomon Islands, he may claim reimbursement within 30 days of his return from leave or on his arrival at his approved leave destination on final departure from Solomon Islands, in respect of any approved journeys under this Condition up to the limit of his grant. Under no circumstances may grants be used to meet accommodation or incidental expenses en route.

4. Where an officer or member of his family is entitled to travel to and from vacation leave at Government expense, passage grants will be computed on the cost to the Government of return fares.

Amendment No. 243/85

825 TRANSPORT BETWEEN HOME AND PORT

1. Where an officer is eligible for passages under SC 810 and SC 813 on first appointment, vacation leave or final departure from Islands he shall also be eligible for transport at Government expense between his notified address in his country of origin or approved country and the port of embarkation for Solomon Islands or between the port of disembarkation from Solomon Islands and his notified address in his country of origin or his approved country as the case may be.

2. Such transport shall be by air, rail or sea in the appropriate class of accommodation to which the officer is entitled under SC 811. Transport will include carriage of baggage according to the officer's entitlement.

3. An officer shall be responsible for all travel arrangements between the notified address and the port of embarkation or disembarkation as the case may be and the officer will bear the cost in the first instance. Reimbursement will be made on application to the Government's agents in the country where the expenses were incurred or to the Accountant General.

4. For the purposes of this Special Condition "notified address" means the address in the officer's country of origin or approved country which is recorded as his permanent address or which is notified to an authorised officer prior to departure from Solomon Islands:

PROVIDED that in the case of officers on contract on final departure from Solomon Islands, transport between the port of disembarkation and the notified address will not be provided at a cost to the Government exceeding that between the notified address and port of embarkation on first appointment.

Amendment No 243/85

826 BREAK IN JOURNEY GRANT

1. An officer returning for further service, travelling on leave between tours or on mid-tour leave and granted passages at Government expense shall be eligible to claim a non-accountable break in journey grant of £8 for each journey.

2. An officer may claim the cash grant under paragraph 1 of this Condition in respect of his wife and children at the following rates-

(a) wife or child for whom full fare is payable:

full rate

(b) child for whom half fare or more is payable;

half rate

(c) child for whom less than half fare is payable:

Nil

Whether or not they travel with the officer.

PROVIDED that the total grant payable in respect of an officer and his family shall not exceed the amount of three grants at the full rate.

Amendment No. 243/85

827 ANTICIPATED PASSAGES

Whenever an officer, his wife or any dependent child is granted a passage at Government expense under the provisions of this Section of these Special Conditions in anticipation of the satisfactory completion by the Officer of a tour of residential service, such a passage is granted on the understanding that, should the officer for any reason fail to complete his tour, he shall be liable to repay to the Government the whole or such part of the cost of such passage and any related grants or allowances as the Permanent Secretary for the Public Service shall determine.

Amendment No. 243/85

828 PASSAGES WITHIN SOLOMON ISLANDS

Officers, their wives and up to four dependent children travelling between the port of embarkation or disembarkation and the duty station on first appointment, leave between tours or on final departure may, at the discretion of the Responsible Officer, travel by air when the public interest would not be served by delay or it would not be economical to delay travel until a sea passage could be arranged.

829 TIME LIMIT

An officer, his wife and dependent children are required to use the whole of the passage privileges granted under this Chapter on the officer's departure from Solomon Islands on termination of his employment within 12 months of the Officers last day of resident service prior to his departure.

Amendment No. 243/85

9. COMPASSIONATE PASSAGES**901 GRANT OF COMPASSIONATE PASSAGE**

A compassionate passage may be granted to enable a designated officer to visit his country of origin in the case of the dangerous illness or death of a close relative (for example, a wife, a child of the marriage including a step child or adopted child), a parent, a recognized next of kin or legal guardian.

902 DANGEROUS ILLNESS

In the case of the dangerous illness, medical confirmation **MUST** be obtained that the officer's presence is necessary.

903 CASES OF DEATH

In the case of the death of an officer's parent recognized next of kin or his spouse's parent, compassionate passage costs to the country of origin may be reimbursed

Amendment no. 243/85

904 SERIOUS DOMESTIC HARDSHIP

Compassionate passages may also be granted in cases of serious domestic hardship, where prior welfare investigations show that there are urgent reasons to attend to matters which can be resolved by a short visit to the country of origin.

905 WIVES OF DESIGNATED OFFICERS

1. A compassionate passage may be granted to the wife of a designated officer, who is present at the overseas post with her husband, in the following circumstances:-

- (a) in the event of a dangerous illness or death of their child in the country of origin; in this way both parents may visit their child in the event of dangerous illness or attend their child's funeral at public expense;
- (b) in the event of the dangerous illness or death of one of her parents or of her legal guardian. In the case of dangerous illness, medical confirmation **MUST** be obtained that her presence is necessary.

2. The wife of a designated officer who is granted a compassionate passage may be accompanied at public expense by her children under the age of two years.

Amendment No. 243 1985

906 ALTERNATIVE ARRANGEMENTS

In considering compassionate cases, due regard should be given to the outstanding period of the officer's contract. If this is only, for example, three months the alternative of curtailing the officer's tour or, in the case of his wife, allowing an anticipatory passage back to the country or origin might well be the more appropriate course of action. Where an officer is serving a 36 month tour, consideration should be given to granting mid-tour leave or family passages in anticipation of such leave where appropriate.

Amendment No. 243 1985

907 VISITS BY A CLOSE RELATIVE TO A DESIGNATED OFFICER WHO IS DANGEROUSLY ILL

1. Compassionate passages may be granted to permit close relatives to visit a designated officer who is very seriously ill subject to the following conditions-
 - (a) the number of close relatives is limited to two. Where the Officer's wife is already at the overseas post, they would be a parent or child with one companion; in other cases they would be the next of kin and one companion;
 - (b) visits would be limited to seven days but in exceptional cases could be extended to ten days on medical recommendation. If the officer dies before the visitors have left the overseas territory and his funeral is to take place locally their visit may be extended to allow them to attend the funeral;
 - (c) visits may be arranged only on the recommendation of the Under Secretary (Health & Medical Services) who must be satisfied;-
 - (i) that the patient is unlikely to recover; or
 - (ii) that the patient is on the "very seriously ill" or "dangerously ill" list (as opposed to "seriously ill") and his health is likely to benefit from the visit; and
 - (iii) the patient is unlikely to be evacuated before the arrival of the visitors; and
 - (iv) the visitors are likely to be able to reach the officer before he dies.
2. A compassionate passage cannot be granted to enable close relatives to visit the sick dependant of a designated officer.
3. If the death takes place during the visit and the close relatives could attend the funeral, the Government would not normally contribute to the cost of the repatriation of the deceased officer's body even if repatriation proved to be possible. Should relatives strongly desire that the deceased officer's body be repatriated to his country of origin then the matter would be considered by the Government in consultation with its Medical Adviser and with the Overseas Development Administration.

Amendment No. 243/85

908 TYPE OF PASSAGE

The Government would meet the cost of economy class air passages only and no excess baggage allowance can be granted.

909 EFFECT ON HOLIDAY VISIT PASSAGES

The presence of a designated officer or his wife in the officer's country of origin would disqualify the officer from taking holiday visit passages for his children (who were being educated in his country of origin) during the period of his or his wife's presence in his home country. The eligibility for holiday visit passages would revive in the normal way on the officer or his wife leaving his country of origin to return to the country in which the officer is serving.

10 MID-TOUR PASSAGES: UNACOMPANIED OFFICERS**1001. MID-TOUR PASSAGES: UNACCOMPANIED OFFICERS**

1 The passages provided for under this Section must not be confused with passages granted in association with vacation leave taken in mid-tour under Section 8 of this Chapter.

2. A designated officer serving in Solomon Islands on a 24 months tour who is married but is not accompanied by his wife and children may be granted during such tour one return passage to his country of origin for the purpose of visiting his family.

1002 TOUR LENGTH

The officer must expect to complete a tour of 24 months during which he will be unaccompanied throughout by his wife and children.

1003 FAMILY PASSAGES

An officer who avails himself of the provisions of this section forfeits all rights to family passages (including his wife's passage) and holiday visit passages for his children in respect of the 24 months' tour in which he takes the mid-tour passage.

1004 LEAVE PERIOD

The minimum period of leave to be spent in the country of origin should be not less than 28 days nor more than 32 days excluding traveling time which shall be allowed each way as follows: United Kingdom 3 days, New Zealand 2 days and Australia 1 day or such lesser time as is actually spent in traveling.

Amendment No. 243/85

1005 REDUCED VACATION LEAVE

The leave taken (exclusive of traveling time) shall be deducted from the officer's earned vacation leave and the period of leave and traveling time shall not count as resident Service.

Amendment no. 243/85

1006 CLASS OF TRAVEL

All travel to and from the officer's country of origin shall be at the rate of economy class air fares or at excursion fare rates where applicable and travel in the officer's country by rail at second class rates.

1007 SERVICE CONVENIENCE

An officer wishing to take mid-tour leave and passages must do so at a time which is convenient to the Service and the officer must have at least 4 months of his current tour to serve after his return from leave.

11 HOLIDAY VISIT PASSAGES**PART 1: GENERAL****1102 ELIGIBILITY**

1. Passages may be granted to the dependent children of qualified officers who are in receipt of full time education in the officer's country of origin or, with the Overseas Development Administration's approval, elsewhere in accordance with the provisions of this section to enable children to visit their parents during school holidays. Such passages are referred to in this section of these conditions as visit passages.

2. A child ceases to be dependent in terms of this section immediately he undertakes any form of paid employment whether full time or part time save for casual employment during school holidays or vacations.

Amendment No. 234/85

1103 QUALIFICATIONS

An officer may qualify for visit passages only-

(a) if he is designated;

when he is serving in Solomon Islands for a tour of duty which would qualify him for family passages at Government expense under Section 8 of this Chapter. Provided that such tour of duty shall be of at least 2 months duration; and

(c) when both parents are in Solomon Islands at the date of the child's visit.

Amendment No. 243/85

1104 OFFICERS WIDOWED, DIVORCED OR SEPARATED

A widow, a widower or a divorced or legally separated designated person with the legal custody (including joint legal custody) and physical care and control of the children of the marriage where the children are not normally resident with their mother and do not normally spend their school holidays with her may also qualify for visit passages subject to the provisions of SC 1103 (a) and (b).

1105 WHEN BOTH PARENTS ARE DESIGNATED OFFICERS

When both parents are designated officers as defined in SC 101 only one set of visit passages maybe granted in respect of the children and the eligibility shall be established by reference to the position of the father.

PART II: CHILDREN UNDER 8 YEARS OF AGE**1106 QUALIFYING PERIOD**

1. Subject to paragraph 2 of this Condition eligibility for visits passages is reckoned over completed periods of 12 months of the officer's tour, referred to in this section of these Conditions as qualifying periods, reckoning from the date of the beginning of the tour under SC 206 on first appointment or return from vacation leave. When under SC 204 a longer or shorter tour than the normal period of 24 months is approved, the provisions of SC 1108 shall apply to any residual period of less than 12 months.

2. When a child has been granted a tour passage back to the officer's country of origin or other approved country during the officer's tour to begin or to continue full time education, the qualifying period is reckoned from the date on which the child leaves Solomon Islands. When on that date the officer has less than 12 months to serve the provisions of SC 1108 shall apply.
3. Where an officer is serving a 36 month tour which provides for mid-tour leave such leave is not resident service and shall be ignored for the purpose of calculating the second qualifying period.

Amendment No. 64 1 September 1974

1107 FINACIAL ARRANGEMENTS

On the occasion of the first two holiday passages taken in respect of any child during a qualifying period return passages at Government expense may be granted. On the occasion of the third school holiday the officer is required to contribute towards the cost of the passage for the first eligible child (as determined by the rule in SC 1202) at rates prescribed by the Overseas Development Administration from time to time and promulgated by the Permanent Secretary for the Public Service. Where the cost of the passage does not exceed the contribution prescribed, no part of the cost of the third passage will be borne from public funds. Passages at Government expense may then be granted to the second and subsequent children for the third school holiday.

1108 RESIDUAL PERIODS

Where an officer's tour extends beyond or falls short of a complete period of 12 months the first eligible child will be eligible for a passage at Government expense for the first school holiday in the residual period. For the second holiday, a contributory passage and for the third, should it occur, a passage at Government expense may be granted.

1109 CHARGES WHICH MAY BE ACCEPTED

The following charges are acceptable in connection with visit passages –

- (a) passages by rail, road or air at the second class or economy rate where applicable between the place of education and the officer's duty station in Solomon Islands by a normal route. Advantage must be taken of student's rebated or other cheaper reduced rate fares when available;
- (b) overnight hotel charges at the port of embarkation for or disembarkation from Solomon Islands when public transport arrangements do not permit arrival at or departure from such airport on the day of travel to or from Solomon Islands.
- (c) exceptionally, taxi fares may be claimed in lieu of overnight accommodation costs under (b) during the hours when public transport is not available and the cost does not exceed that of the accommodation charge and public transport costs for the following day which would otherwise be incurred;
- (d) accommodation charges when a child is unavoidably detained overnight in the course of a journey by a normal route when such charges are not met by the carrier.

1110 DURATION OF VISIT

Normally visits should be of no less than 21 days duration, including travel time in both directions, but when the length of school holidays or transport arrangements make this impracticable, visits of less than 21 days may be approved by the Permanent Secretary for the Public Service.

1111 VISITS BY MOTHER IN LIEU

If it would be preferable for a mother to join her children in the country of origin, a return passage at Government expenses may be granted for such a visit when both parents are resident in Solomon Islands at the time: PROVIDED that-

- (a) the cost of the mother's passage is not greater than the aggregate cost of the children's passages to which an entitlement exists; and
- (b) that the visit is in lieu of one holiday visit by all the eligible children being educated overseas, e.g., if a designated officer has two children being educated outside Solomon Islands it is not permissible for one of them to visit the father at post while, at the same time, the mother visits the second child in the country of origin.

1112 SCHOOL CHILDREN ACCOMPANYING PARENTS ON TOUR PASSAGES

1. It is the intention that the arrangements for visit passages be implemented as economically as possible. To this end, visit passages may only be provided at Government expense which coincide with an officer's beginning and end of tour passages, when such double journeys are unavoidable for management reasons, and when the child could otherwise be separated from its parents for a period of more than 28 days of the school holiday.

2. When officers are eligible for mid-tour leave Responsible Officers must take into account the incidence of school holidays when approving such leave with the object of avoiding double journeys.

1113 CHILD REACHING AGE OF 18 YEARS

If a child reaches the age of 18 during any academic year holiday visits may continue until the end of that academic year, inclusive of holidays, provided that the child remains at School.

1114 CHILD CEASING FULL TIME EDUCATION

Once a child had ceased to undergo full time education eligibility for visit passages ceases and does not extend to the holiday period immediately following the end of the final term. If the decision to discontinue education in the country of origin, or in an approved third country, is taken during the visit the cost of the outward passage is forfeited unless discretion is authorised by the overseas Development Administration to allow the passage exceptionally.

1115 THIRD COUNTRY PASSAGES

An officer whose country of origin is other than Australia or New Zealand, and whose child at school in Australia or New Zealand would be eligible for visit passages if he were at school in his country of origin is eligible for visit passages from Australia or New Zealand subject to SC 1116. Such passages are referred to as third country passages.

1116 TOUR PASSAGES FOR CHILDREN EDUCATION IN THIRD COUNTRIES

An officer, whose country of origin is other than Australia or New Zealand, qualifying for visit passages from and to Australia or New Zealand shall be permitted, in addition, one return passage for each child in receipt of visit passage privileges between Solomon Islands (or the country of education if the cost is less) and the officer's country of origin. This concession is subject to the provision that the total cost of passages for the child during a tour shall not exceed the cost which would have been incurred during the same period had the child been placed at school in the officer's country of origin: PROVIDED that no eligibility exists for passages between Solomon Islands and the country of education either for the purpose of the child going to school or of the child accompanying the parents on leave.

PART III: CHILDREN BETWEEN 18 AND 21 YEARS OF AGE**1121 ELIGIBILITY**

Subject to the provisions of SC 1102 to SC 1106, SC 1109, SC 1111 & SC 1112 and to the remaining provisions of this Part, visit passages may be granted to dependent children who have reached the age of 18 but have not yet attained their 21st birthday who are undergoing full time education at school, university or other post-secondary institution in the officer's country of origin or approved third country.

1122 QUALIFYING PERIOD

1. Each eligible child may be granted one return visit passage at Government expense during each completed period of 12 months calculated as in SC 1106.
2. When a child has been granted a tour passage back to his place of education to begin or continue full time education the qualifying period for any visit passages will be reckoned from the date on which the child left Solomon Islands. PROVIDED that there will be no eligibility for a passage under this Condition unless the officer has at least 12 months of his tour still to serve at the time of the child's departure.
3. Eligibility ceases as soon as the child has attained his 21st birthday and there is no residual eligibility to the end of the academic year in which the birthday falls.

1123 RESIDUAL PERIOD

Where an officer's tour extends beyond completed periods of 12 months a further passage may be granted provided that the outstanding period is of at least 9 months.

1124 ELIGIBILITY NOT TO BE CARRIED FORWARD

Eligibility for visit passages under this Part may not be carried forward from one tour to the next nor from one period of 12 months to the next.

1125 CHILD REACHING THE AGE OF 18 YEARS

When an eligible child attains the age of 18 years during a qualifying period or during a residual period, the child's eligibility for visit passages shall be determined by the provisions of SC. 1113.

1126 DIVORCED OR JUDICIALLY SEPARATED OFFICER

A divorced or judicially separated officer whose children are not wholly maintained by him may be allowed one concessionary return passage in order to visit the officer in post which may only be taken during any 12 month period of continuous service. The journey is confined to dependent children only and cannot be transferred to parents.

12 EDUCATION ALLOWANCES**1201 EDUCATION ALLOWANCES**

1. Educational allowances are allowances payable by the British Government to designated officers to assist them with their children's school fees and expenses. Schools fall into the following categories –

- (a) day schools, both secondary and primary outside Solomon Islands;
- (b) secondary and primary schools in Solomon Islands;
- (c) boarding schools, secondary and primary outside Solomon Islands.

There is a further division which relates to the location of the school at which a child is being educated, as follows –

- (i) schools in Solomon Islands;
- (ii) schools in the officer's country of origin;
- (iii) schools which are neither in the officer's country of origin nor Solomon Islands but in another country called "the third country"

2. The rates of allowance shall be as prescribed by the Overseas Development Administration from time to time and promulgated by the Permanent Secretary for the Public Service.

1202 QUALIFICATION

1. The allowances at the rates prescribed under SC 1201 (a), (b) and (c) are payable in respect of unmarried and wholly dependent children who are receiving full time education and in respect of a term during which the designated officer is employed by the Government. The allowances under SC 1201 (a) and (b) are payable in respect of children who are between their fifth and nineteenth birthdays on the first day of the term in respect of which the allowance is claimed. The allowances under SC 1201 (c) are payable in respect of children who have not attained their nineteenth birthday on the first day of the term in respect of which the allowance is claimed.

2. Officers who are re-employed on renewal of their contracts and resume duty following leave in the normal way without break in service are deemed to be in continuous service for the purpose of education allowances.

3. For the purpose of determining eligibility for the appropriate rate of overseas boarding school allowance -

- (a) all children accompanying the officer in Solomon Islands and attending local boarding schools or children attending day schools locally, or in any other country, or children not attending school at all are to be disregarded in assessing a boarding school child's place in the family. Such children will continue to receive the appropriate local boarding school or local or overseas day school education allowances in accordance with SC. 1203 and SC 1204;
- (b) of the remaining eligible children actually attending boarding school in the country of origin or a third country, the eldest is to be regarded as the first child, and next eldest as the second child and any others will be regarded as subsequent children.

Boarding school education allowances will be paid in accordance with this rule in relation to the location of the school which the child is attending and the allowance will be the first, second or subsequent child rate in the country concerned.

Amendment No. 243/85

1203 DAY SCHOOLS: COUNTRY OF ORIGIN

The allowances for children attending day schools whether secondary or primary in the officer's country of origin, where the children are staying with guardians or relatives but not when staying with the mother, are as promulgated from time to time under SC1201.

1204 SCHOOLS WITHIN SOLOMON ISLANDS

The allowance in respect of a child attending a school while residing with its parents in Solomon Islands will be the actual school fees or the allowance under SC 1201 (b) & (i) of this section, whichever is less. Where suitable primary school facilities do not exist designated officers may be reimbursed the actual cost of private tuition or correspondence courses up to the maximum of the allowance, which may include essential text books, stationery and other educational materials.

Amendment No. 243 1985

1205 PRIMARY AND SECONDARY BOARDING SCHOOL-OUTSIDE SOLOMON ISLANDS

Education allowance is payable in respect of a designated officer's child who is in Boarding school in the officer's country of origin (normally the country of permanent residence) or other country outside Solomon Islands approved by the Overseas Development Administration referred to as "the third country" on the following conditions:-

- (a) the annual rates of allowances which are payable and expressed in terms of £ / Sterling are promulgated from time to time under SC 1201 but reimbursement will not exceed the amount of fees actually paid. See also SC 1207;
- (b) this allowance is not payable when a child accompanying parents overseas on leave is placed temporarily in boarding school for any period of such leave.

The Overseas Development Administration has agreed that for the purposes of education allowances payable under this section Australia and New Zealand may be regarded as an approved country.

1206 BOARDING OUTSIDE SCHOOL

If a child is boarded outside the school in an establishment run by the boarding school authority and under the boarding school authority's sole control the allowance is payable but no allowance will be paid when a child lives in a boarding establishment, even though recommended by the boarding school authority, if the establishment is not under the full administration and control of the boarding school authority.

1207 SCHOLARSHIPS AND LOCAL EDUCATION AUTHORITY GRANTS

The amount of any education allowance is restricted to the amount of the fees or the allowance whichever is the less but is also abated by the amount, if any, by which the total of the allowance and any scholarship or Local Education Authority award held exceeds the actual amount of school fees paid. This provision is applied separately to each child and each allowance abated as necessary. The total cost of school fees for two or more children may not be offset by the total value of scholarships and/or grants and education allowances received for those children collectively.

Amendment No 243 1985

1208 CHANGE OF SCHOOL

If a child leaves the school it is attending or move to another school the Overseas Development Administration should be informed when the next claim form is submitted.

1209 REIMBURSEMENT OF EXTRAS IN BOARDING SCHOOLS

Where the net basic boarding and tuition fees are less than the appropriate maximum rate of boarding school allowance the British Government may at its discretion and subject to the overall annual limit of the maximum allowance admit for reimbursement certain "extras" in accordance with the following guiding principles: Where the extras relate to tuition they must constitute an essential part of the normal school curriculum and would not be charged for under the United kingdom state system of education; for example, school books, stationery, fees for games, music, handicraft, domestic science and commercial subjects and compulsory fees for public examinations (e.g. G.C.E. examinations) would be admissible, whereas charges for games equipment, individual coaching, elocution, ballet, musical instruments and riding lessons would be inadmissible. Where extras relate more to boarding expenses they may be admitted where they entail an extra cost over and above that which would be incurred if the child were living with its parents or they relate to special expenditure peculiar to boarding schools; for example, personal laundry (which would otherwise be done at home) would be admissible, whereas chemists sundries and hair-cutting would be inadmissible. It should be noted that uniform cannot be admitted as an extra.

1210 PAYMENT OF ALLOWANCES

Claims for education allowances should be made by the officer completing the appropriate form in respect of each term's fees for which allowances are claimed, attaching the receipt for the fees paid or other expenditure and posting all documents direct to-

Overseas Development Administration
Personnel Services Executive
Direct Payment Division,
Abercrombie House
Eaglesham Road
East Kilbride
Glasgow G75 8EA
UNITED KINGDOM

Reimbursement will normally be made direct to a bank account nominated by the officer in the officer's country of domicile (i.e. outside Solomon Islands)

13 BAGGAGE ALLOWANCES AND GRANTS**PART 1: GENERAL****1301 DEFINITIONS**

In this section – “approved charges” includes harbour dues, necessary transshipment costs, handling and wharfage charges, customs entries (including agents’ fees) but does not include insurance or storage charges other than for essential storage of a temporary nature;

“cubic feet” includes the equivalent in metric measurement or in weight as appropriate;

“effects” means personal and household effects and may include motor vehicles; boats or launches;

“wharfage charges” means all charges which are obligatory at the port of discharge, including hire of cranes, quarantine charges or storage, provided that no storage charges are payable after the time that the baggage is first available to the officer for removal from the wharf.

1302 –

1305 Unallocated

PART II: ON FIRST APPOINTMENT AND DEPARTURE**1306 SURFACE BAGGAGE ALLOWANCE**

1. An officer who is proceeding to or leaving Solomon Islands-
 - (a) on first appointment; or
 - (b) on final departure

may transport his effects by sea at Government expense in accordance with the following scale –

Category	Allowance in Cubic Feet
(i) Single officer	80’
(ii) Married Officer	160’
(iii) Each dependent child	40’* for each child subject to overall maximum of 240 (*or pro rata for a child entitled to less than an adult air fare in the proportion the fare paid bears to an adult fare)

2. For all purposes of this Conditions and of SC 1318, the allowance in cubic feet shall be calculated by reference to quantity of baggage which is charged for by the carrier irrespective of the actual quantity carried.

3. Acceptable charges in respect of motor vehicles, boats and launches shall be at the rate charged for such articles or at the rate charged for the carriage of personal effects whichever be the less.

Amendment No. 243 1985

1307 FAMILY ELIGIBILITY

An officer's eligibility within the limits prescribed in SC 1306 will be determined by the members of the family who will be traveling or have traveled to Solomon Islands at Government expense; save that no eligibility shall accrue in respect of a child who visits Solomon Islands for the period of school holidays only under the provisions of section 11 of Special Conditions

Amendment No 243 1985

1308 TIME LIMIT

An officer is required to avail himself of the baggage privilege prescribed in SC 1306 in their entirety within twelve months of the date upon which he became eligible for them.

1309 SHIPMENT OF EFFECTS

1. The Government has the right to direct the shipment of effects by the cheapest or the most direct route between the officer's approved country and the Solomon Islands

2. Subject to the principles of paragraph 1 of this Condition and officer may elect to ship his effects to an address in a country other than his approved country in accordance with the provisions of these Special Conditions.

PROVIDED that –

(a) the cost to the Government shall not exceed that of shipping the effects to his approved country by the cheapest route; and

(b) effects may be shipped to one country only.

3. Effects shall normally be shipped from Solomon Islands by Government Chief Supply Officer save that an officer may elect to ship his own effects and claim reimbursement of allowable expenses:-

PROVIDED that –

(a) in no circumstances shall the cost to the Government exceed that had the effects been shipped by the Government Chief Supply Officer;

(b) baggage may not be shipped in more than two consignments.

4. When the amount of effects to be shipped exceeds the officer's allowance, he shall be required to ship the excess amount at his own expense.

1310 WHEN TRAVELLING BY SEA

The amount of baggage prescribed in SC 1306 are in addition to the free allowance granted with the ticket issued by or on behalf of the carrier.

1311 HOME TO PORT CHARGES

The Government will accept all approved charges necessarily and actually incurred in transporting an officer's effects –

- (a) between an address notified by the officer in his approved country and the port of loading or unloading on journeys to or from Solomon Islands;
- (b) between the port of loading or unloading in Solomon Islands and the officer's duty station.

1312 AIR BAGGAGE GRANT

1. An officer proceeding to Solomon Islands by air on first appointment shall be eligible for a non-accountable cash grant in accordance with the following scale-

Category	Grant
(a) Single officer	£75
(b) Married officer, unaccompanied	£75
(c) Married officer, accompanied by his wife	£150

An officer will be eligible for a grant in respect of his wife traveling alone to join him, provided that she is to remain in Solomon Islands for not less than three months. Should this condition not be fulfilled, the officer shall be required to refund the grant.

2. An officer leaving Solomon Islands on final departure on termination of appointment, will normally travel by air and is eligible for a non-accountable cash grant at the excess air baggage rate prescribed under SC 1316.

Amendment no. 243 1985.

1313 PACKING AND INCIDENTAL EXPENSES GRANT

An officer on first appointment is eligible to receive a non-accountable cash grant for packing and incidental expenses at the following rates –

Category	Grant
(a) single officer	£40
(b) married office, unaccompanied	£40
(c) married officer, accompanied by his wife	£80

Amendment no. 243 1985

1314-

1315-Unallocated

PART III: ON LEAVE**1316 AIR BAGGAGE GRANT**

1. An officer traveling on vacation leave between tours or on mid-tour leave by air by a normal route is eligible to claim a non-accountable cash grant for excess air baggage at the following rates for each single journey –

Approved Leave Destination	Grant
Australia	\$25
New Zealand	£37
Via Australia	£21
Via Nadi	
United kingdom-and Western Europe	
Via Nadi and Western Hemisphere;	£60
Via Hong Kong and Eastern Hemisphere	£52

2. The rate for a country other than those specified in paragraph 1 of this Condition shall be prescribed by the Permanent Secretary for the Public Service.

3. The grants specified in paragraph 1 of this Condition are based upon the cost of carrying five kilograms of baggage at the unaccompanied rate and five kilograms at the excess baggage rate and may be reviewed by the Permanent Secretary for the Public Service on the advice of the ODA.

Amendment No. 243/85

1318 HOME TO PORT CHARGES

An Officer traveling on leave between tours or on mid-tour leave may claim reimbursement against expenditure actually incurred in transporting up to 30 cubic feet per adult ticket up to three between the port of disembarkation or embarkations and the officer's notified address at the approved leave destination. Such transport must be the cheapest means whether by air, rail or sea at unaccompanied rates.

1319 ABNORMAL ROUTES

1. An officer who under SC 824 is authorised to travel on leave between tours by an abnormal route or on mid-tour leave by route other than an excursion travel route is eligible to claim, if otherwise eligible, the non-accountable cash grant for excess air baggage under SC 1316 unless his whole journey is by sea.

2. Where under SC 1316.2 alternative rates are prescribed depending upon the route chosen, the lower rate shall apply.

1320 FAMILY ELIGIBILITY

1. Non-accountable cash grant under SC 1316 is payable in respect of the wife and eligible children of an officer whose passages are provided at Government expense at the following rates-

- (a) wife or child for whom full air fare is payable: full rate
- (b) child for whom half air fare or more is payable: half rate
- (c) child for whom less than half fare is payable: nil

PROVIDED that the total grant payable in respect of an officer and his family shall not exceed the equivalent of three grants at the full rate.

2. The eligibility of an officer's wife or children traveling apart from the officer will be assessed in accordance with the officer's eligibility for the equivalent journey; save that no eligibility shall accrue under SC 1316 in respect of a child who visits Solomon Islands for the period of school holidays only, under the provisions of Section 11 of this Chapter of these Conditions.

Amendment No. 243/85

1321 WHEN GRANTS ARE NOT CLAIMABLE

Except when specially authorised by the Permanent Secretary for the Public Service, air baggage grants under SC 1316 may not be claimed when an officer, his wife or dependent children travel at Government expense –

- (a) for medical examination or treatment under SC 816.2'
- (b) on compassionate grounds under section 9 of this Chapter of these Conditions;
- (c) on mid-tour passages under section 10 of this Chapter of these Conditions.

1322-**1325 Unallocated****PART IV: ON RESIGNATION OR PREMATURE TERMINATION OF CONTRACT****1326 ON RESIGNATION OR PREMATURE TERMINATION OF CONTRACT**

If an officer resigns or terminates his contract by giving due notice he may be called upon to refund the whole or part of any allowance or grant made under the provisions of SC 820. In respect of the outward passage to the country of origin he will be eligible for only such proportion of any grant or allowance under this Section as the Permanent Secretary for the Public Service may determine in accordance with the principles laid down in SC 820.

15 DETENTION ALLOWANCE**1501 OVERSEAS**

1. Whenever an officer, his wife or dependent children traveling:
 - (a) between the approved country and Solomon Islands on first appointment;
 - (b) on an approved vacation leave journey between tours or on mid-tour leave or by a normal route on terminal leave

are necessarily detained en route, he shall be eligible to claim reimbursement of costs actually and necessarily incurred as in paragraph 2 of this Condition.

2. Reimbursement of expenses may be claimed: -
 - (a) on first appointment, of reasonable accommodation and meal charges actually incurred including any such charges in the approved country immediately prior to embarkation;
 - (b) on other occasions, for reasonable accommodation and breakfast charges or, when these are not shown separately, two thirds of the reasonable accommodation and meal charges actually incurred.
3. No reimbursement may be claimed under this Condition:-
 - (a) in respect of any period when accommodation and meals are provided at the expense of the carrier;
 - (b) when traveling by an abnormal route;
 - (c) when the officer, his wife or dependent children, traveling by a normal route break their journey at their own request;
 - (d) in respect of any period in the country of final destination.

1502 WITHIN SOLOMON ISLANDS

1. On arrival in Solomon Islands on first appointment or on returning from vacation leave, including mid-tour leave, an officer may be paid a detention allowance in respect of himself, his wife and up to four dependent children who accompany him for the first two nights of his tour of service if spent in a hotel.

Should the second day after his arrival be a Sunday or public holiday, the allowance would also be payable for any extra night or nights similarly spent prior to the first working day following his arrival.

2. Immediately prior to vacation leave, including mid-tour leave, or final departure on completion of a normal tour of service an officer may be paid a detention allowance in respect of himself, his wife and up to four dependent children who accompany him for the last night prior to departure if spent in an hotel. When the scheduled departure is before noon, detention allowance will be paid for two nights similarly spent.

Should the officer depart on a Sunday, a Monday, a public holiday or the day immediately following a public holiday, the allowance would be payable for all nights similarly spent between the last working day and the day of departure.

3. The allowance, in the form of a non-accountable cash grant, is calculated as follows:

Single Officer	\$39 per night
Officer and wife	\$58 per night
Officer, wife and child	\$73 per night
Officer, wife and 2 children	\$90 per night
Officer, wife and 3 children	\$97 per night
Officer, wife and 4 children	\$104 per night

4. Should the wife or dependent children of an officer who is stationed outside Honiara be traveling separately from the officer in the circumstances set out in paragraph 1 or 2 of this condition, the provisions of this Condition will extend to them and, subject to production of evidence of hotel use, the following rates will apply:-

Wife	\$39 per night
Wife and Child	\$51 per night
Wife and 2 children	\$66 per night
Wife and 3 children	\$83 per night
Wife and 4 children	\$90 per night

Effective date 1/1/84
Amendment No. 243/85

If the wife or dependent children are accommodated by another officer, the latter may claim hospitality allowance under GO F.1103. Where the accommodation is provided by a person other than a public officer, an allowance of \$6.00 per day for each may be claimed by the officer.

5. No allowance is payable to officers on vacation or mid-tour leave who leave their personal effects in their quarters. Consideration will, however, be given to cases where the temporary tenant has not been able to move out before the return of the officer from leave.

6. Except on arrival on first appointment, an officer is expected to make his own hotel bookings.

7. Where an officer is detained in a hotel in excess of the periods allowable in paras. 1 and 2 of these conditions, the provisions of GO H.601 may apply.

Amendment no. 166 of 21st June 1978

16. OUTFIT ALLOWANCE**1601 ELIGIBILITY**

A contract officer on first appointment shall be eligible to claim an outfit allowance towards the purchase of essential kit at the following rate.

Category	Allowance
(a) married officer accompanies by wife	£85 £60
(b) single or unaccompanied officer	

SAVE that an officer who has served in a tropical area within the 12 month period immediately prior to his appointment, and has received a similar allowance previously shall not be eligible to claim the allowance in Solomon Islands.

17. MEDICAL TREATMENT**1701 PART 1: GENERAL
DEFINITION**

In this Section the term “Under Secretary” means the overall professional medical adviser on either Curative Services or Preventive Care who is responsible to the Permanent Secretary of Ministry of Health and Medical Services.

Amendment No. 243/85

1702 ELIGIBILITY

Except as may be prescribed in this Section, an officer, his wife and dependent children shall be eligible for free medical attention by the staff of the ministry of Health and Medical Services.

SAVE that, where there would be a liability for a charge for such treatment under any law, such charges may be imposed when, in the opinion of an Under Secretary, the necessity for treatment arises from the person’s own indiscretion or negligence.

Amendment No. 243/85

1703 MEDICAL INSURANCE

Officers are reminded that in terms of SCs 170.4, 1716, 1718 and 1726.5 they may incur considerable expense in respect of treatment or hospital charges for themselves or their families and are advised in their own interests to insure adequately against such risks whilst in Solomon Islands or overseas.

1704 – 1705 Unallocated.

PART 11: TREATMENT WITHIN SOLOMON ISLANDS**1706 OUTPATIENT TREATMENT**

1. Patients requiring medical attention at a public or referral outpatient’s clinic at any public hospital or public dispensary shall attend at such times and under such conditions as the Permanent Secretary of Ministry of Health & Medical Services may prescribe.

2. X-ray fees shall be paid by the officer in respect of X-ray examination of himself, his wife or dependent children except when the examination is necessitated by an accident which occurred directly in the course of the officer’s employment.

1707 INPATIENT TREATMENT

2. Operations upon an officer, wife or dependent children shall be performed free of charge.

3. Charges for X-ray examination shall be as in Sc 1706.2

4. the charge for a delivery at any public hospital shall be as prescribed in the appropriate law*

5. The charges for accommodation in private wards at any public hospital shall be as prescribed in the appropriate law*

- Public Hospitals and Dispensaries Rules (Cap.51 Laws of the Solomon Islands)

1708 SUPPLY OF MEDICINES AND SURGICAL MATERIALS

When medicines or surgical materials are prescribed for an officer, his wife or dependent children by a Medical Officer they shall be supplied at no charge to the officer or at such charges prescribed under the appropriate law from time to time. Surgical appliances and medical comforts where supplied either at the patient's request or on prescription shall be at the expense of the officer

Amendment No 243/85

1709 TREATMENT BY PRIVATE PRACTITIONER

The provisions of GO M108 shall apply.

1710-

1715 Unallocated

PART III: TREATMENT OUTSIDE SOLOMON ISLANDS**1716 MEDICAL EXPENSES OUTSIDE SOLOMON ISLANDS**

1. When the appropriate Specialist Consultant or in his absence a Chief Medical Officer designated by an Under Secretary certifies that an Officer whilst on duty in Solomon Islands is in need of essential medical examination or treatment and that it cannot be carried out in Solomon Islands, the cost of such essential examination or treatment, as arranged whenever possible in advance by the Under Secretary, including doctors', anaesthetists', Specialists' or operation fees for a period not exceeding 28 days, or on the recommendation of the appropriate Specialist Consultant, for such further period as he may advise, subject to an overall maximum of 90 days, may subsequently be refunded to the officer when the claim is duly established by receipts: PROVIDED that, in all cases, no eligibility exists when such fees could be met by a national health service without causing undesirable delay in securing examination or treatment. In no circumstances, however, may a refund be claimed for board and accommodation charges in hospital.

2. The provisions of paragraph 1 of this condition shall apply equally -

(a) when the officer is granted leave under SC601; or

(b) when an Under Secretary certifies that examination or treatment may safely be delayed until the officer proceeds on vacation leave at the completion of a normal tour.

3. When an Under Secretary certifies that an officer's wife or dependent children accompanying the officer in Solomon Islands is in need of medical examination or treatment which cannot be carried out in Solomon Islands and which cannot be deferred until the officer takes mid-tour leave or has completed his tour and proceeds on vacation leave; the provisions of paragraph 1 of this condition shall apply but no otherwise.

Amendment No. 243/85

1717 OFFICERS ON DUTY OVERSEAS

When an officer is on duty outside Solomon Islands, the provisions of GO M104 shall apply save that, alternatively and after consultation with an Under secretary, the Permanent Secretary for the Public Service for the Public Service may apply the principles of SCS 601,816 and 1716. The officer shall be required to meet any accommodation charges not exceeding those he would be called upon to pay under SC 1707.4 in Honiara.

1718 OFFICERS ON LEAVE

When an authorised Consulting Specialist certifies that an officer on vacation leave requires examination or treatment to ensure that he will be fit for service on the expiry of his leave, the provisions of paragraph 1 of SC 1716 shall apply.

Amendment No 243/85

1719 DENTAL TREATMENT

Notwithstanding the provisions of SC 1716, the expenses of dental treatment shall in all cases be borne by the officer.

1720 HOSPITAL ACCOMMODATION CHARGES OVERSEAS

1. The Overseas Development Administration will consider claims for cost of accommodation in medical institutions out of Solomon Islands (but not in the United Kingdom) where a supplemented person or his dependent incur this expenditure as a result of serious illness and where the Permanent Secretary, Ministry of Health and Medical Services certifies that the treatment was essential and would have been available under the National Health Service in the United Kingdom.

2. When any grant is made under this scheme the person benefiting from it must meet the first £50 in one year.

1. Claims for reimbursement under this scheme should be submitted to the Permanent Secretary for the Public Service

Amendment No 243/85

1723 –

1725 Unallocated

PART V: ILLNESS WHILST ON LEAVE**1726 ILLNESS TO BE REPORT**

1. An officer who is taken ill so as to require medical attention during a leave journey or during leave in the approved country and remains ill for seven days must report the fact to the appropriate authority named in SC 415.5 OR sc415.6 and forward at the same time a medical certificate stating the nature of his illness and if possible its expected duration.

2. The officer will then receive instructions from the overseas Development Administration or the Government Agents as appropriate as to whether it will be necessary for him to visit a Consulting Physician for examination or to take further action. If so required, the officer shall at his own expense send periodical reports from his doctor, so long as he remains under medical care.

3. An officer should not himself attempt to make an appointment with an authorised Consulting Physician without first obtaining a form of authority from the Overseas Development Administration or appropriate Government agents.

4. An officer required to present himself for examination under this Part shall be eligible to claim subsistence allowance and traveling expenses not exceeding the second class rail fare.
5. An officer who is taken ill whilst traveling on leave by an abnormal route, or who whilst traveling by a normal route breaks his journey at his own request, shall not be eligible to claim reimbursement of any expenses thereby incurred for medical treatment.

Amendment No. 243/85

1727 EXTENSION OF LEAVE ON MEDICAL GROUNDS

1. An officer on vacation leave who seeks an extension of leave on medical grounds shall-
 - (a) if in the United Kingdom, apply to the appropriate authority named in SC 415.5;
 - (b) if in Australia or New Zealand-
 - (i) if he resides within 100 miles of Auckland or Sydney, apply to the Government Agents for a letter of authority to present himself to the Consulting Physician. The officer shall pay the consultant's fee at the time of the examination but shall be eligible to claim a refund on return to Solomon Islands if the Consulting Physician recommends an extension of leave;
 - (ii) if he does not reside within 100 miles of Auckland or Sydney, submit a certificate from his own doctor to the Government Agents who will forward the certificate to the Consulting Physician. The latter may, if necessary, direct the officer to be re-examined by some other doctor. The officer shall pay the fee for any such re-examination but shall be eligible to claim a refund if the Consulting Physician recommends an extension of leave.
2. The Consulting Physician in Auckland or Sydney will, after examination of the officer or after considering the medical report submitted to him, forward his recommendation to the Government Agents for transmission to the Permanent Secretary for the Public Service by airmail or by telegram if necessary. In very urgent cases the Consulting Physician may himself authorise an extension of leave up to one month. He will inform the Government Agents who will in turn notify the officer and send the Consulting Physician's report to the Permanent Secretary for the Public Service.
3. No extension of leave shall be granted on medical grounds unless recommended by a Consulting Physician in terms of this condition.
4. An officer who at his own request visits either the Consulting Physician or a doctor nominated by him shall be eligible to claim subsistence allowance and traveling expenses as under SC 1726.4, if an extension of leave is granted under this Condition but not otherwise.

1728.

1730 Unallocated

PART VI: TERMINATION OF CONTRACT ON MEDICAL GROUNDS**1731 GENERAL RULE**

Except when an officer is outside Solomon Island the provisions of the appropriate Service Commission regulations shall apply.

1732 OFFICERS OUTSIDE SOLOMON ISLANDS

1. An officer who is outside Solomon Islands either on duty or on leave may be required or, at his own request, may be permitted.

(a) if in the United Kingdom, by Overseas Development Administration;

(b) if elsewhere, by the Permanent Secretary for the Public Service;

to present himself to an approved medical practitioner in order to obtain a report as to the officer's medical fitness to return to duty or to take up a fresh appointment.

2. Any fees in respect of the examination shall be refunded.

3. An officer who:-

(a) is required to present himself for examination under this part; or

(b) is permitted so to present himself and in respect of whom a Consulting Physician issues a Certificate under SC 1717 or who is found to be medically unfit for further duty shall be eligible to claim subsistence allowance and traveling expenses under SC 1726.4.

4. Following examination the procedures to be followed shall depend on the circumstances but in all cases the appropriate Service Commission regulations shall be complied with.

20 DEATH AND DANGEROUS ILLNESS**2001 DANGEROUS ILLNESS**

The conditions under which close relatives of a designated officer may visit him in Solomon Islands are prescribed in SC 907.

2002 DIRECTORS OF OFFICERS DYING IN SOLOMON ISLANDS

1 Any officer who wishes to leave directions as to the disposal of his effects within the Solomon Islands or respecting his last will and testament and its lodgement and like matters may do so by placing them in a sealed 14 x 5^{1/2} inch or similar OHMS envelope which should then be deposited under a covering letter with the Permanent Secretary for the Public Service. The envelope should bear on the outside the officer's full name and post in typescript with the following endorsement "F.245/1/13, Special Condition 2002". The Permanent Secretary for the Public Service will acknowledge the receipt.

2. It is emphasized that such instructions will have no testamentary effect unless the document itself is a valid will and testament. The instructions, therefore, must in no way conflict with the terms of any will left elsewhere by the officer and should merely be a guide for any immediate action to be taken following an officer's death.

21 GRATUITIES**2101 PAYMENT OF GRATUITIES**

Not later than two months before an officer's last day of tour his Responsible Officer shall, after satisfying himself that the officer has no outstanding debts to Government and that his service has been satisfactory, advise the Accountant-General accordingly, requesting payment of gratuity in the week immediately preceding the officer's departure. If the officer's service has not been satisfactory or when disciplinary proceedings are being taken against him the Responsible Officer shall refer the question of any gratuity payment to the Permanent Secretary for the Public Service.

Amendment No. 243/85

2102 INDEBTEDNESS

The Accountant General may offset any indebtedness to Government on the part of the officer against any gratuity which may be payable.