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REGULATIONS REGARDING LEAVE.

(S.S. 523, dated 3rd August, 1917, is cancelled.)

PART I.—GENERAL INSTRUCTIONS.

- 1.—**Ordinary leave** will be granted for stated periods only. At present the normal period is fourteen days.
- 2.—The numbers proceeding on leave and the numbers returning from leave must be the same every day, in order to allow of accurate estimates being made with a view to ensuring that boats and trains are neither taxed beyond their carrying capacity nor allowed to run without their full complement of passengers. Varying periods of leave should therefore not be granted.
- 3.—The period of leave is reckoned from the date of embarkation at a French port to the date of embarkation at an English port, *i.e.*, inclusive of day of departure from France, but exclusive of day of departure from the United Kingdom. An additional day is allowed in the case of leave from Havre.

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The following is an example:—If a soldier proceeds on fourteen days' leave from Calais or Boulogne on the 1st of the month he will return, on the expiration of his leave, on the 15th. If, however, his leave were from Havre, he would return on the 16th.

The Issuing Officer will show clearly the period of leave on all warrants by days, *e.g.*, from 15th to 29th.

- 4.—Embarkation on a date prior to that entered on the warrant is not allowed.
- 5.—The port of embarkation will be entered on the warrant. On no account may an officer or soldier embark at any other port.
- 6.—When possible it should be arranged that soldiers granted leave to Scotland, Ireland or Wales should commence their leave on days other than Saturday or Sunday in order to avoid the loss of a day in London. (See G.R.O. 2961.)
- 7.—In the case of troops who are detained at the port and who do not embark before midnight on the day on which their leave is to commence, the combined leave warrant will be stamped with the actual date of embarkation. This will be done on the back of the lower right-hand half of the warrant—the portion which is retained by the holder until he rejoins his unit.

For instance, the warrant of a man whose leave is from the 15th to the 29th November and who is detained, will be stamped 16th November if he embarks after 12 o'clock midnight on the 15/16th, and his leave will then terminate on the 30th.

- 8.—Allotments for leave will be made from time to time to:—

Armies.	Director of Labour.
Cavalry Corps.	Director of Forestry.
G.H.Q. Troops.	Principal Naval Transport Officer.
G.O.C. L. of C. Area.	Women's Army Auxiliary Corps.
Director General of Transportation.	

In addition there will be a special allotment of 17 places daily to the Royal Flying Corps, available for pilots and observers who require a rest. All other leave required by the Royal Flying Corps will be obtained from the formations to which their units are attached.

- 9.—A formation which, owing to unforeseen circumstances, is unable to use the full number of leave vacancies allotted to it, must wire the number of vacancies thus set free direct to the formation from which it has received its allotment.

If this formation then finds that it is unable to re-allot vacancies, it must wire them to the next higher formation from which the allotment was received. This must be done even if the number of vacancies freed is only one or two.

- 10.—The leave allotment is calculated with the greatest care, and all formations receive passages in proportion to the number of men who have been longest away from the United Kingdom.

The returns which are rendered to this office showing the number of men who have been 18, 15 and 12 months respectively without leave must be carefully prepared, and disciplinary action will be taken against those responsible for any inaccuracy in such a return.

- 11.—Preference is to be given to those who have been longest out of the United Kingdom. It is essential that those who have been out of the United Kingdom for over one year and have had no leave should be granted leave at the earliest opportunity; service anywhere out of the United Kingdom, and not only in France, is to count.

- 12.—Under no circumstances will an officer or man be granted ordinary leave until he has served three months out of the United Kingdom, or until three months have elapsed since the date of return from his last leave.

- 13.—Officers' servants should only proceed on leave when it is their turn on the leave roster of their unit. (See G.R.O. 2033 and 2602.)