

Tel. Address: "Ema-r-p, Sowest, London."

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Any communication on the subject of this letter should be addressed to—

THE SECRETARY,
MINISTRY OF HOME SECURITY,
(A.R.P. DEPT.)
HORSEFERRY HOUSE,
THORNEY STREET,
LONDON, S.W.1.

and the following reference quoted—



MINISTRY OF HOME SECURITY,
AIR RAID PRECAUTIONS DEPT.,
HORSEFERRY HOUSE,
THORNEY STREET,
LONDON, S.W.1.

H.S.C.187/40

J.1.

23rd July, 1940.

Sir,

Home Security Circular No.187/1940.

F.B.Circular No. 108/1940.

Scottish Home Department Fire Brigades Division Circular No.L.128/40.

Leave with Pay for Civil Defence Volunteers.

I am directed by the Minister of Home Security after consultation with the Secretary of State for Scotland and the Minister of Health, to refer to A.R.P. Department Circular No.336/1939 of the 11th December, 1939, "Annual Leave for Civil Defence Volunteers" (which was forwarded also to fire authorities), and in particular to the provision that leave may only be granted if the needs of the service permit it. In present circumstances, it is assumed (as has already been intimated to Fire Authorities in F.B. Circular No. 69/1940) that the general arrangements for leave for whole-time paid personnel as prescribed in A.R.P. Department Circular No. 336/1939 will have been suspended so far as concerns extended leave, i.e. other than for occasional days. Extended leave may now, however, be granted in individual cases at the discretion of the Chief Officer of the service (a) where there are special reasons, or (b) where the Chief Officer is satisfied that the volunteer although on leave would be available locally to report for duty if required in the event of an air raid.

I am to convey to your Council the following guidance on certain points relating to leave with pay, which have formed the subject of enquiries by a number of local authorities.

1. Leave on resignation or discharge. Where a volunteer resigns or is discharged from whole-time paid service, and the needs of the organisation do not permit of his being granted before completing his service the leave for which he may otherwise have qualified, there should be no question of granting pay in lieu of such leave. It would, however, be reasonable to facilitate the granting of such leave, except where the appointment is terminated on grounds of misconduct or unsatisfactory service. The volunteer will remain liable to recall for whole-time service at any time during the period of leave in the event of raids or other emergency; it will be within the discretion of the local authority whether the final payment is reserved until the last day of liability for service.
2. Special Leave in cases of Bereavement. In addition to the annual leave authorised by Circular No.336/1939, local authorities may (provided always that the needs of the service permit) grant one day's special leave with pay on the occasion of the death of a near relative or of urgent domestic distress.
3. Special Leave in cases of Contact with Infectious Disease. The Minister does not at present propose to lay down any hard and fast standard rule regarding the circumstances in which volunteers should absent themselves from duty on account of contact with infectious disease or suspected infectious disease. Local authorities should follow the practice which they would normally adopt in relating to their own regular staffs. Subject, however, to this the following rules might be regarded as reasonable

The Clerk of the County Council,
The County Clerk,
The Town Clerk,
The Clerk of the District Council.

in such circumstances:-

- (a) If infectious disease of any kind breaks out, or is suspected, in the household where a volunteer resides, he must at once notify his superior officer. If the disease is notifiable the volunteer must forward a medical certificate showing the nature of the disease or suspected disease. The certificate must be obtained without expense to the local authority.
- (b) In cases of notifiable disease the volunteer must not report for duty until he receives instructions to do so. As soon as the disinfection considered necessary by the Sanitary Authorities has been carried out, the volunteer should obtain from them at his own expense a certificate to that effect and send it to his superior officer, who will then send instructions.
- (c) If the disease is not notifiable the volunteer should attend for duty unless otherwise instructed by his superior officer. He must use every endeavour not to have to nurse or attend on the invalid, but if bound to do so, he should report the circumstances.
- (d) Where articles of uniform, etc. are taken away from the home for disinfection, the volunteer should not wait until they are returned before presenting himself for duty.

Any period during which a volunteer is required by the arrangements approved by the local authority to absent himself from duty may be treated as special leave with pay; it will not count against the annual leave or sick leave authorized by Circulars No. 336/1939 and No. 313/1939 respectively. All volunteers should be personally acquainted with the circumstances in which they should or should not so absent themselves.

4. Daily payments to Whole-time Paid Volunteers for Broken Periods of Service. Where a period of continuous whole-time paid service is interrupted by leave without pay (e.g. in a case of sickness when paid sick leave has been exhausted) the volunteer should be paid, in respect of the broken periods of service, at a daily rate equal to one-seventh of the weekly rate.

This rule should also be applied (a) where continuous whole-time paid service begins after the first day of the normal pay week and (b) where the termination of such service does not, as it ordinarily will, take effect at the end of the normal pay week.

An additional copy of this circular is forwarded to each local authority for transmission to their Chief Financial Officer.

I am, Sir,
Your obedient Servant,

H. Emerson.

Issued to all general and fire scheme-making authorities in England, Wales and Scotland.

Copies sent for information to all other local authorities and to chief officers of police in England, Wales and Scotland, to Chief Officers of fire brigades in England and Wales and to fire masters in Scotland,