

Repeal notice dated 13th May 1919

TRAMWAY BOARD.

NOTICE TO SUPERINTENDENTS, LINE MANAGERS, &c.

"INFLUENZA" SICK PAY.

The Board will, for a period of ONE MONTH from this date, donate a sum equal to ~~one half~~ ^{(not more) 2/3} of any weekly allowances made from local Sick Pay Relief Funds to employees off duty through INFLUENZA only.

These donations will not be considered a precedent.

CONDITIONS.

1. The Secretary of the Local Sick Pay Relief Fund will furnish a copy of the Rules to the officer in charge, who will forward same to Head Office.
2. The Local Secretary shall, on or before pay day, present to the officer in charge a list (forms enclosed) signed by him, showing the employees who are entitled to Sick Pay from the Local Relief Fund and the days upon which they were absent from duty owing to INFLUENZA.
3. Line Managers will certify to the correctness of the list, and pay to the Local Secretary from the day's receipts ^{A sum equivalent to such} ~~one half~~ of such Sick Pay - obtaining a receipt upon the form. The list will then be forwarded to Head Office as a voucher in the cash takings for that day.
4. The Local Secretary shall pay the Sick Pay to the employee entitled thereto and, within three days, hand to the Line Manager the individual receipts (forms enclosed) ^{for double the amt. of the Board's donation} or the cash representing the proportion donated by the Board in respect of any unpaid amounts. Such receipts and cash shall be at once forwarded under separate cover addressed to the Accountant at Head Office.
5. No further donations will be made by the Line Manager on behalf of the Board until condition No.4 is complied with.

6. Superintendents and the Manager of the Repair Shops will deal with applications *in a similar manner, the money being* ~~as above described, except that the cash~~ *a reserve supplied from H.O.* will be advanced from the office cash, a refund being obtained from Head Office weekly. *request being sent by H.O. direct*

7. The Sick Pay vouchers will (after production to the Auditor at Head Office) be returned to the Local Secretary.

In the event of a Sick Pay due allow say one pound per week to its members

78. The maximum weekly donation by the Board ~~towards Sick Pay to~~ *also* any individual employee will be one pound (i.e. one half of two pounds). *The employee therefore receiving a total of two pounds per week.*

89. Officers in charge will require to be reasonably satisfied by periodical inspection of the Local Secretary's account book, that an amount approximately equivalent to the Board's donation has been contributed by the men. This does not imply that the accounts are to be checked in detail.

W. O. STRANGWARD

Assistant General Manager.

15
13th May, 1919.

Replacing Notice dated 13th May 1919.

TRAMWAY BOARD.

NOTICE TO SUPERINTENDENTS, LINE MANAGERS, &c.

"INFLUENZA" SICK PAY.

The Board will, for a period of ONE MONTH from this date, donate a sum equal to any weekly allowance (not exceeding £1) made from Local Sick Pay Relief Funds to employees off duty through INFLUENZA only.

These donations will not be considered a precedent.

CONDITIONS.

1. The Secretary of the Local Sick ~~Pay~~ Relief Fund will furnish a copy of the Rules to the officer in charge, who will forward same to Head Office.

The Local Secretary shall, on or before pay day, present to the officer in charge a list (forms enclosed) signed by him, showing the employees who are entitled to Sick Pay from the Local Relief Fund and the days upon which they were absent from duty owing to INFLUENZA.

3. Line Managers will certify to the correctness of the list, and ~~pay~~ to the Local Secretary from the day's receipts a sum equivalent to such Sick Pay - obtaining a receipt upon the form. The list will then be forwarded to Head Office as a voucher in the cash takings for that day.
4. The Local Secretary shall pay the Sick Pay to the employee entitled thereto, and, within three days, hand to the Line Manager the individual receipts (forms enclosed) for double the amount of the Board's donation, or the cash representing the proportion donated by the Board in respect of any unpaid amounts. Such receipts and cash shall at once be

forwarded under separate cover addressed to the Accountant at Head Office.

5. No further donations will be made by the Line Manager on behalf of the Board until condition No.4 is complied with.
6. Superintendents and the Manager of the Repair Shops will deal with applications in a similar manner, the money required being arranged with Head Office direct.
7. In the event of a Sick Pay Fund allowing say one pound per week to its members, the weekly donation by the Board will also be one pound, the employee therefore receiving a total of two pounds per week.
8. Officers in charge will require to be reasonably satisfied by periodical inspection of the Local Secretary's account book, that an amount approximately equivalent to the Board's donation has been contributed by the men. This does not imply that the accounts are to be checked in detail.

15th May, 1919.

W. O. STRANGWARD
Assistant General Manager.