

Serial Number 1952/93



THE HOSPITAL EMPLOYMENT (NURSES) REGULATIONS 1952

FREYBERG, Governor-General
ORDER IN COUNCIL

At the Government House at Wellington, this 7th day of
May 1952

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Hospitals Act 1926, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

REGULATIONS

1. (1) These regulations may be cited as the Hospital Employment (Nurses) Regulations 1952, and shall be read together with and deemed part of the Hospital Employment Regulations 1952* (hereinafter referred to as the principal regulations).

(2) For the purposes of regulation 4 of the principal regulations, these regulations shall be deemed to form a Part of the principal regulations.

Commencement

2. (1) Such of the provisions of these regulations as have the effect of increasing the rates of salaries, wages, and other emoluments and increments payable in respect of the classes of persons whose positions are specified in these regulations shall be deemed to have come into force on the 1st day of July 1951.

(2) Except as provided in the last preceding subclause, these regulations shall come into force on the day after the date of their notification in the *Gazette*.

* Statutory Regulations 1952, Serial number 1952/86, page 352.

Interpretation

3. In these regulations, unless the context otherwise requires,—
- “Assistant home sister” means a registered nurse who assists a home sister and, in the absence of the home sister, discharges her duties :
- “Assistant matron” means a registered nurse who assists a matron and, in the absence of the matron, discharges her duties :
- “District nurse” means a registered nurse engaged in domiciliary nursing duties and, where required by the Board in any particular locality, in public health activities :
- “District nurse supervisor” means a registered nurse employed in the supervision of three or more district nurses :
- “Duty” means a period of service required to be given by any nurse during any one period of twenty-four hours :
- “Established beds” when used with reference to a nurses’ home means the beds regularly available in the home for the use of nurses and other persons for whom accommodation is provided :
- “Extended treatment institution, ward, or annex” means an institution, ward, or annex recognized as such by the Director-General for the purposes of these regulations and mainly or wholly conducted for patients requiring prolonged medical or surgical treatment and nursing care ; but does not include a tuberculosis institution, ward, or annex :
- “General duty nurse” means a registered nurse who—
- (a) Has served at least twelve months as a staff nurse ;
- or
- (b) Has undergone at least six months’ training as a maternity nurse and has served at least six months as a staff nurse—
- and who in either case, not being employed in the position of a ward or departmental sister or a higher position, undertakes general nursing duties :
- “Home sister” means a registered nurse who is wholly or mainly employed in and is responsible for the administration of a nurses’ home and, within its precincts, for the comfort and welfare of the staff :
- “Hospital” means an institution for the reception or relief of patients requiring medical or surgical treatment :
- “Hospital aid” means a woman engaged in elementary nursing duties under the direct supervision of a registered nurse, but does not include a pupil nurse, nursing aid, or pupil nursing aid :
- “Karitane nurse” means a woman who has completed her training as a Karitane nurse at a hospital maintained by the Royal New Zealand Society for the Health of Women and Children :
- “Maternity hospital”, “maternity ward”, and “maternity annex” mean respectively a hospital, ward, and annex wholly or mainly conducted for the reception of maternity cases :
- “Maternity nurse trainee” means a woman undergoing a course of training prescribed by regulations under the Nurses and Midwives Act 1945 to qualify as a maternity nurse :

- “**Matron**” means a registered nurse who is the principal nurse employed in any institution or group of institutions and responsible for the engagement and discharge of nursing staff therein :
- “**Matron-in-Chief**” means a matron responsible for three or more hospitals each of which is a training school for nurses and for each of which a matron is employed :
- “**Medical social worker**” means a registered nurse with the Post-graduate Nursing Diploma whose duties are wholly or mainly to conduct inquiries into home conditions of patients and whose appointment has the approval of the Director-General :
- “**Nurses**” and “**nursing staff**” include all employees who—
- (a) Are registered as nurses, midwives, maternity nurses, psychiatric nurses, or nursing aids ; or
 - (b) Are undergoing a course of training prescribed by regulations under the Nurses and Midwives Act 1945 with a view to such registration as aforesaid ; or
 - (c) Are qualified as Karitane nurses ; or
 - (d) Are employed as hospital aids :
- “**Nursing aid**” means a registered nursing aid :
- “**Post-graduate Nursing Diploma**” means the diploma issued jointly by the Department of Health and the Victoria University College to a registered nurse who has completed the course of training at the Nurses Post-graduate School established by the Department of Health, or such other diploma or certificate as is recognized by the Director-General as its equivalent for the purposes of these regulations :
- “**Psychiatric nurse**” means a registered psychiatric nurse :
- “**Pupil nursing aid**” means a woman undergoing the course of training prescribed by regulations under the Nurses and Midwives Act 1945 to qualify as a nursing aid :
- “**Pupil nurse**” means a woman undergoing the course of training prescribed by regulations under the Nurses and Midwives Act 1945 to qualify as a registered nurse :
- “**Registered**” means registered under the Nurses and Midwives Act 1945 :
- “**Staff nurse**” means a registered nurse employed in any position not otherwise designated in the Schedule to regulation 4 hereof :
- “**Subsidiary institution**” means an institution which is not—
- (a) The main hospital of a Board ; or
 - (b) A training school ; or
 - (c) An institution the principal nurse of which is responsible for the engagement or discharge of nursing staff ; or
 - (d) A tuberculosis institution ; or
 - (e) A maternity hospital :
- “**Supervising home sister**” means a registered nurse who is responsible for the supervision of two or more nurses’ homes whose aggregate established beds exceed four hundred :
- “**Supervising matron**” means a registered nurse who is the matron of a Board’s principal hospital and also actively supervises other institutions of the Board :

“Supervising sister” means a registered nurse wholly or mainly employed in administrative and teaching duties over three or more wards or departments, or a registered nurse, not having recognized qualifications as a dietitian, in charge of the kitchen of a hospital of more than fifty occupied beds, but does not include a registered nurse commonly called an “afternoon sister” or “afternoon supervisor” who supervises several wards only during afternoons and evenings:

Provided that in special circumstances a Board may, with the approval of the Director-General, designate any other ward or departmental sister as a supervising sister for the purposes of these regulations:

“Theatre sister” and “theatre staff nurse” mean respectively a sister and staff nurse wholly or mainly employed in an operating theatre or suite:

“Training school” means an institution approved by the Nurses and Midwives Board as a training school for nurses, midwives, maternity nurses, or nursing aids:

“Tuberculosis institution”, “tuberculosis ward”, “tuberculosis annex”, and “tuberculosis clinic” mean respectively an institution, ward, annex, and clinic wholly conducted for the reception or treatment of persons suffering from tuberculosis:

“Tutor sister” means a registered nurse who is responsible for the teaching of pupil nurses:

“Ward or departmental sister” means a registered nurse who—

(a) Has served at least twelve months as a staff nurse;

or

(b) Has undergone at least six months’ training as a maternity nurse and has served at least six months as a staff nurse,—

and who in either case is in charge of one or more wards or departments of a hospital (other than an operating theatre) and of the nursing staff therein.

Salaries and Wages

4. The scales of salaries and wages applicable to nurses shall be those set out in the Schedule appended to this regulation, namely:—

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
1. Matron-in-Chief—	£	£	£
(a) (i) In the employ of the Auckland or Wellington Hospital Board ..	770½	885½	28½
(ii) Living out allowance if quarters not provided	£179½	additional.	
(b) In the employ of any other Hospital Board			The remuneration of a matron.

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
2. Matron Other than Matron-in-Chief, Matron of Maternity Hospital, and Matron of Subsidiary Institution—	£	£	£
(a) Institution of Grade I	701½	759	23, 23, 11½
(b) Institution of Grade II	632½	690	23, 23, 11½
(c) Institution of Grade III	592½	649¾	23, 23, 11½
(d) Institution of Grade IV	534¾	592½	23, 23, 11½
(e) Institution of Grade V	506	534¾	17½, 11½
(f) Institution of Grade VI	477½	506	17½, 11½
(g) Institution of Grade VII	448½	477½	17½, 11½
(h) Institution of Grade VIII	339½	437	23, 17½, 17½, 17½, 11½, 11½
(i) For a supervising matron an additional sum of £11½ for each institution other than the Board's principal hospital actively supervised, up to a maximum of £115.			
(j) For a matron of an institution where there is no full time medical staff	£28¾ additional.		
(k) For a matron undertaking tutorial duties	£23 additional.		
3. Matron or Sister in Charge of a Subsidiary institution—			
(a) Institution of Grade S/I	442¾	488¾	23
(b) Institution of Grade S/II	419¾	465¾	23
(c) Institution of Grade S/III	339½	437	23, 17½, 17½, 17½, 11½, 11½
(d) If required to be a registered maternity nurse	£11½ additional.		
(e) If required to be a registered midwife	£23 additional.		
4. First or Only Assistant Matron of an Institution—			
(a) Institution of Grade I	506	563½	28¾
(b) Institution of Grade II	483	506	23
(c) Institution of Grade III	460	483	23
(d) Institution of Grade IV	437	460	23
(e) Institution of Grade V	414	437	23
(f) Institution of Grades VI to VIII inclusive			The remuneration of a ward or departmental sister.
5. Second Assistant Matron of an Institution—			
(a) Institution of Grade I	460	483	23
(b) Institution of Grade II	437	460	23
(c) Institution of Grade III	414	437	23
(d) Institution of Grades IV to VIII inclusive			The remuneration of a ward or departmental sister.
6. Home Sister—			
(a) If supervising two or more homes containing altogether 400 established beds or more ("supervising home sister")	414	460	23
(b) Nurses' home of over 300 established beds (if not entitled to be paid as supervising home sister)	414	425½	11½
(c) Nurses' home of over 200 but not over 300 established beds	402½	414	11½
(d) Nurses' home of over 50 but not over 200 established beds	391	402½	11½
(e) Nurses' home of 50 established beds or fewer			The remuneration of a ward or departmental sister.
(f) Assistant Home Sister—			
(i)			The remuneration of a ward or departmental sister.
(ii) While on night duty			An allowance in accordance with clause 23 of this schedule.

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
7. Tutor Sister—	£	£	£
(a) Principal or Sole Tutor Sister (with the Post-graduate Nursing Diploma) of the main or only training school—			
(i) Of the Auckland or Wellington Hospital Board ..	488½	546¼	28½
(ii) Of the North Canterbury, Otago, or Waikato Hospital Board ..	454¼	488½	17¼
(iii) Of any other Hospital Board ..	333½	454¼	28½, 23, 23, 23
(b) Principal or Sole Tutor Sister (with the Post-graduate Nursing Diploma) of a training school other than the main training school of a Board ..	333½	454¼	28½, 23, 23, 23, 23
(c) Any other Tutor Sister with the Post-graduate Nursing Diploma ..	299	419½	23, 28½, 23, 23, 23
			Subject to the prior approval of the Director-General, additional salary not exceeding the yearly rate of £34½ may be paid in respect of special responsibilities.
(d) Tutor Sister without the Post-graduate Nursing Diploma—			
(i)	287½	408¼	23, 23, 28½, 23, 23
(ii) If principal or Sole Tutor Sister of a training school other than the main training school of a Board ..			£23 additional.
8. Ward or Departmental Sister—			
(a) Supervising Sister			
(i)	414	437	23
(ii) If on night duty and having two or more sisters working under her ..	448½	471½	23
(b) In any other case—			
(i)	270¼	391	23, 23, 23, 28½, 23
(ii) While on night duty ..			An allowance in accordance with clause 23 of this schedule.
(iii) While engaged on duty as afternoon sister for a period exceeding two months ..			£28½ additional.
(c) If required to be in possession of any one or more of the following qualifications—namely, a certificate of registration as a maternity nurse or a psychiatric nurse, or any other post-registration certificate (other than the Post-graduate Nursing Diploma) recognized by the Nurses and Midwives Board for registration purposes ..			£11½ additional.
(d) If possessing the Post-graduate Nursing Diploma ..			£11½ additional.

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
	£	£	£
9. Supervising Theatre Sister—			
(a) Having supervision of five or more theatres	414	471½	28¾
(b) Having supervision of two, three, or four theatres	391	448½	28¾
(c) If possessing the Post-graduate Nursing Diploma	£11½ additional.		
10. Theatre Sisters and Theatre Staff Nurses—			
(a) Theatre Sister—			
(i)	The remuneration of a ward or departmental sister and £11½ additional for the first year as theatre sister increased to £23 additional for any subsequent period.		
(ii) If possessing the Post-graduate Nursing Diploma	£11½ additional.		
(b) Theatre Staff Nurse	The remuneration of a staff nurse and £11½ additional.		
11. General Duty Nurse—			
(a)	258¾	339¼	23, 23, 23, 11½
(b) While on night duty	An allowance in accordance with clause 23 of this schedule.		
(c) While employed wholly or mainly in an operating theatre or suite	£11½ additional.		
(d) While acting as an afternoon sister for a continuous period exceeding two months	£28¾ additional.		
12. Staff Nurse—			
(a)	247¼		
(b) A person employed continuously first as pupil nurse and then as staff nurse shall upon registration be paid the salary of a staff nurse retrospectively from the first day of the month immediately succeeding the day on which was held the last part of the examination by the passing of which she became eligible for registration.			
(c) While on night duty	An allowance in accordance with clause 23 of this schedule.		
(d) While acting as an afternoon sister for a continuous period exceeding two months	£28¾ additional.		
13. Pupil Nurse	149½	184	11½
14. Nursing Aid—			
(a)	195½	270¼	23, 28¾, 23
(b) While on night duty	An allowance in accordance with clause 23 of this schedule.		
15. Karitane Nurse Employed in a Children's Ward			
	195½	270¼	11½, 11½, 17¼ 34½
16. Pupil Nursing Aid	149½	161	11½
17. Hospital Aid—			
(a)	184	212¾	17¼, 11½
(b) While on night duty	An allowance in accordance with clause 23 of this schedule.		

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—continued

	Position.	Yearly Rate of Salary.		
		Minimum.	Maximum.	Increments.
18. Nursing	Staff of Maternity Hospital, Maternity Ward, or Maternity Annex—	£	£	£
(a)	Matron or Sister in Charge—			
	(i) Hospital, ward, or annex of Grade M/I	506	563½	28¾
	(ii) Hospital, ward, or annex of Grade M/II	471½	506	17¼
	(iii) Hospital, ward, or annex of Grade M/III	448½	471½	11½
	(iv) Hospital, ward, or annex of Grade M/IV	437	448½	11½
	(v) If tutorial duties are undertaken	£23 additional.		
	(vi) If possessing the Post-graduate Nursing Diploma	£11½ additional.		
(b)	Assistant Matron or Assistant Sister in Charge—			
	(i) Hospital, ward, or annex of over 60 occupied beds ..	448½	471½	11½
	(ii) Hospital, ward, or annex of over 40 but not over 60 occupied beds	437	448½	11½
	(iii) If possessing the Post-graduate Nursing Diploma	£11½ additional.		
(c)	Registered Staff—			
	(i) Qualified as registered nurse and registered midwife ..	316¼	437	23, 28¾, 23, 23
	(ii) Qualified as registered nurse and registered maternity nurse	281¾	402½	23, 23, 28¾, 23, 23
	(iii) Qualified as registered midwife only	270¼	368	23, 23, 23, 28¾
	(iv) Qualified as registered maternity nurse only	230	327¾	28¾, 23, 23, 23
	(v) While on night duty	An allowance in accordance with clause 23 of this schedule.		
	(vi) While acting as sole tutor ..	£23 additional.		
	(vii) If possessing the Post-graduate Nursing Diploma	£11½ additional.		
(d)	Maternity Nurse Trainee—			
	(i) If already qualified as registered nurse	247¼		
	(ii) Other trainees	149½	161	11½
(e)	Karitane Nurse	195½	270¼	11½, 11½, 17¼, 34½
(f)	Hospital Aid—			
	(i)	184	212¾	17¼, 11½
	(ii) While on night duty	An allowance in accordance with clause 23 of this schedule.		
19.	Nursing Staff of Tuberculosis Institutions, Wards, Annexes, and Clinics: The remuneration for corresponding positions provided for in clauses 1 to 17 inclusive and (except in the case of pupil nurses in an A Grade training school)	£28¾ additional for the first six months, increased to £57½ additional for any subsequent period.		

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*

Position.	Yearly Rate of Salary.		
	Minimum.	Maximum.	Increments.
20. Nursing Staff of Extended Treatment Institutions, Wards, or Annexes: The remuneration for corresponding positions provided for in clauses 1 to 17 inclusive and (except in the case of pupil nurses in an A Grade training school)	£	£	£
21. District Nursing Staff—			
(a) District Nurse Supervisor—			
(i) Responsible for supervising more than ten district nurses	575	592½	17½
(ii) Responsible for supervising not less than three nor more than ten district nurses			The remuneration of a district nurse and £23 additional.
(b) District Nurse—			
(i) Required to be both registered nurse and registered midwife ..	431½	552	23, 28½, 23, 23, 23
(ii) Required to be both registered nurse and registered maternity nurse ..	396½	529	23, 23, 28½, 23, 23, 11½
(iii) Required to be registered nurse only	385½	517½	23, 23, 23, 28½, 23, 11½
(iv) If possessing the Post-graduate Nursing Diploma			£11½ additional.
(v) If required by the Board to engage in public health activities			£11½ additional.
(c) Medical Social Worker			The remuneration of a district nurse and £23 additional.
22. Part Time Nursing Staff—			
(a) Registered nurse, registered midwife, or registered maternity nurse employed for not more than thirty hours' duty in a week ..			4s. 7d. per hour.
(b) Registered nursing aid, hospital aid, or Karitane nurse employed for not more than thirty hours' duty in a week			3s. 5½d. per hour.
(c) Registered nurse, registered midwife, registered maternity nurse, registered nursing aid, hospital aid, or Karitane nurse employed for more than thirty hours' duty in a week			A rate of salary representing that proportion of the salary and board and lodging allowance payable in respect of full time employment in the position occupied that the number of hours worked during the week bears to forty.
23. Night Duty Allowances—			
(a) This paragraph shall apply only to nurses employed in the following positions, namely:—			
(i) Assistant home sisters.			
(ii) Ward or departmental sisters other than supervising sisters.			

SCHEDULE: SCALES OF SALARIES AND WAGES OF NURSES—*continued*23. Night Duty Allowances—*continued*

(iii) Registered staff of a maternity hospital, maternity ward, or maternity annex other than a Matron or Sister in Charge or an Assistant Matron or Assistant Sister in Charge.

While she is on night duty every nurse to whom this paragraph applies shall, in addition to the salary to which she is entitled in accordance with this Schedule, be paid an allowance at the rate of £23 per annum from the commencement of the period of night duty increased to the rate of £34 10s. a year from the end of the third month of any continuous period of night duty exceeding three months, and increased to the rate of £57 10s. a year from the end of the first year of any continuous period of night duty exceeding one year.

(b) This paragraph shall apply only to nurses employed in the following positions, namely:—

- (i) General duty nurses.
- (ii) Staff nurses.
- (iii) Nursing aids.
- (iv) Hospital aids.

While she is on night duty every nurse to whom this paragraph applies, shall in addition to the salary to which she is entitled in accordance with this Schedule, be paid an allowance at the rate of £11 10s. a year from the commencement of any period of night duty increased to the rate of £34 10s. a year from the end of the third month of any continuous period of night duty exceeding three months.

(c) For the purposes of this clause any two periods of night duty shall be deemed to be a continuous period if the intervening period consists of the usual day or days off duty each week or if the nurse during the intervening period is off duty for not more than four weeks because of sickness or injury or is on annual leave or on bereavement leave.

Where the intervening period consists of the usual day or days off each week it shall be counted as part of the period of night duty.

5. (1) For the purposes of clauses 2, 3, 4, 5, and 18 of the Schedule to regulation 4 of these regulations, the grade of an institutor, maternity hospital, maternity ward, or maternity annex shall, subject to the provisions of this regulation, be determined in relation to the number of occupied beds in accordance with the following tables:—

TABLE A—INSTITUTION OTHER THAN A SUBSIDIARY INSTITUTION OR MATERNITY HOSPITAL, MATERNITY WARD, OR MATERNITY ANNEX

Number of Occupied Beds.	Grade.
(a) Over 500	I
(b) Over 300, but not over 500	II
(c) Over 200, but not over 300	III
(d) Over 100, but not over 200	IV
(e) Over 50, but not over 100	V
(f) Over 20, but not over 50	VI
(g) Over 10, but not over 20	VII
(h) 10 or fewer	VIII

TABLE B—SUBSIDIARY INSTITUTION

Number of Occupied Beds.	Grade.
(a) Over 100	S/I
(b) Over 50, but not over 100	S/II
(c) 50 or fewer	S/III

TABLE C—MATERNITY HOSPITAL, MATERNITY WARD, OR MATERNITY ANNEX

Number of Occupied Beds.	Grade.
(a) Over 40	M/I
(b) Over 25, but not over 40	M/II
(c) Over 12, but not over 25	M/III
(d) 12 or fewer	M/IV

(2) In any particular case a Board may from time to time, with the approval of the Director-General, determine that the grade of an institution, maternity hospital, maternity ward, or maternity annex (not being the highest grade in the relevant table) shall be the grade next above that specified in the table for that institution, maternity hospital, maternity ward, or maternity annex.

(3) With respect to a newly opened institution, maternity hospital, maternity ward, or maternity annex, the grade shall be determined by the Director-General after considering the recommendation of the Board concerned, and that grade shall apply from the date of opening until the end of the next ensuing financial year, when the provisions of subclause (2) of this regulation shall thereupon apply.

Board and Lodging

6. (1) This regulation shall apply only to nurses employed in institutions.

(2) Except in the case of a matron-in-chief, for whom provision is made in clause 1 of the Schedule to regulation 4 hereof, and except in the case of part time staff paid at an hourly rate, where a Board requires or authorizes a nurse to live out there shall be paid to her an allowance at an annual rate, approved by the Minister according to the circumstances of the locality, of not less than £115 and not more than £149 10s.

(3) Free meals shall be provided whilst on duty to a nurse living out.

(4) A nurse not living out shall be provided with free board and lodging.

Uniforms

7. (1) This regulation shall apply to all nurses except district nurses and those part time nurses who are paid at an hourly rate.

(2) A uniform dress, including a cap and a cape or cardigan, shall be supplied for the use of every nurse, but shall remain the property of the Board.

(3) Where a Board requires a nurse employed part time to wear a particular uniform, this shall be supplied free of charge, but shall remain the property of the Board.

(4) All uniform dresses, but not other clothing, shall be laundered free of charge.

(5) Two pairs of duty shoes and six pairs of duty stockings shall be supplied free of charge to every nurse each year :

Provided that a Board may instead of supplying such shoes and stockings grant a nurse a reasonable allowance towards the cost incurred by her in providing those shoes and stockings—

(a) In the case of a nurse who is employed part time or as a relieving nurse and is required to wear white shoes and stockings ; and

(b) In any other case if the Board is unable to supply duty shoes or stockings.

8. District nurses shall for the purposes of their work be supplied free of charge with reasonable and sufficient uniform dresses, including frocks, coats, skirts, blouses, and overalls, or, alternatively, be paid a uniform allowance at the rate of £17 a year and required to provide uniform dresses of approved types.

Transport

9. Any nurse employed in an institution who is required to undertake duty in another institution maintained by the same Board shall be transported with her luggage free of charge.

Hours of Work

10. (1) This regulation shall apply only to nurses employed in institutions and in the following positions, namely:—

- (a) Ward or departmental sisters other than supervising night sisters :
- (b) Theatre sisters and theatre staff nurses :
- (c) General duty nurses :
- (d) Staff nurses :
- (e) Pupil nurses :
- (f) Nursing aids :
- (g) Pupil nursing aids :
- (h) Hospital aids :
- (i) Maternity nurse trainees :
- (j) Karitane nurses.

(2) The hours of work shall be as follows:—

- (a) For nurses on night duty, one duty not exceeding eight hours commencing not earlier than 10 p.m. and not later than 11 p.m. :
- (b) For nurses on day duty, one duty not exceeding eight hours or two duties not together exceeding eight hours, and in either case inclusive of a break of ten minutes for morning tea, afternoon tea, or supper during duty hours, the day duty or duties to be between the hours of 6 a.m. and 11 p.m. and not involving more than five hours work between meals.
- (3) A nurse on day duty shall be allowed a break of half an hour for each meal during duty hours, but any such break shall not count as hours of work for the purposes of the next succeeding regulation.
- (4) A nurse changing from day duty to night duty, or *vice versa*, shall have at least twenty-four hours off duty before commencing the new duty.

(5) Every nurse shall have one clear period of at least twenty-four hours off duty each week.

(6) Time occupied by pupil nurses, maternity nurse trainees, and pupil nursing aids in attendance at classes of instruction for the purposes of their training and at State examinations shall be deemed to be hours of work.

(7) Notwithstanding the foregoing provisions of this regulation, a Board may in case of emergency require a nurse to work at times and for periods other than those hereinbefore prescribed.

Overtime Allowances

11. If and so long as the hours of work of any class of nurses, as assessed according to a roster of duties approved by the Board, exceed forty each week, the Board may, pursuant to a resolution in that behalf, pay overtime allowances in respect of the excess hours :

Provided that no such resolution shall be operative for more than twelve months at a time :

Provided also that an overtime allowance shall not be payable to a matron of an institution of over 200 occupied beds, except with the approval of the Director-General given in special circumstances.

12. (1) The rate of overtime allowance per annum shall be an amount representing a percentage of the basic annual salary determined according to the scale prescribed in the Schedule set out in subclause 5 of this regulation :

Provided that no payment shall be made in respect of overtime beyond four hours weekly except with the approval of the Director-General upon satisfactory evidence of the necessity for that overtime.

(2) For the purposes of the Schedule a fraction of an hour less than a half shall be disregarded and a fraction of a half or greater shall be counted as one hour.

(3) For the purposes of this regulation the basic annual salary means the annual salary payable for the time being with the addition of an amount approved by the Minister of not less than £115 and not more than £149 10s. where the nurse is provided by the Board with free board and lodging or is paid a board and lodging allowance :

Provided that there shall be excluded from the basic annual salary—

(a) Any allowances in respect of additional qualifications provided for in clauses 8, 9, 10, 18, and 21 of the Schedule to regulation 4 of these regulations ; and

(b) Any location allowances provided for in regulation 13 of these regulations ; and

(c) Any subsistence allowance provided for in regulation 17 of these regulations.

(4) Where an overtime allowance is payable to a nurse it shall continue during any period of annual leave, but not during any other period of leave.

(5) The Schedule referred to in subclause (1) of this regulation is as follows :—

SCHEDULE : OVERTIME ALLOWANCES FOR NURSES

Weekly Hours of Overtime Usually Worked.	Annual Rate of Overtime Allowance.
1	2½ per cent of basic annual salary.
2	5 per cent of basic annual salary.
3	7½ per cent of basic annual salary.
4	10 per cent of basic annual salary.
5	12½ per cent of basic annual salary.
6	15 per cent of basic annual salary.
7	17½ per cent of basic annual salary.
8 or more	20 per cent of basic annual salary.

Location Allowances

13. (1) In addition to the salary and other emoluments payable in accordance with the foregoing provisions of these regulations, there shall be payable to every nurse employed for twenty-eight days or more in an institution whose location in the opinion of the Director-General justifies extra remuneration a location allowance at a rate determined by the Director-General, but in no case exceeding £57 10s. a year.

(2) In respect of the first month during which a nurse is so employed the location allowance shall be paid in one sum upon completion of the month, and thereafter as a regular addition to the salary.

Residential Accommodation for Certain District Nurses

14. While a district nurse is required by the Board to be on call for duty on all seven days of the week, she shall either be provided with furnished residential accommodation free of charge or be paid a residential allowance at the rate of 20s. a week.

Annual Leave

15. (1) Leave of absence on full pay for recreational purposes shall be granted to the several classes of nurses according to the scale and conditions prescribed in the Schedule set out in subclause (6) of this regulation.

(2) The number of days shown in the Schedule is the number of days' leave that the respective classes of nurses are to be granted in respect of each year of their employment and is to be reckoned in consecutive days' leave (including Saturdays and Sundays).

(3) Any nurse employed on night duty for a period of at least twelve months shall be granted, in addition to the annual leave to which she is entitled according to the Schedule, annual leave at the rate of seven days for each twelve months on night duty.

(4) Where a matron is regularly required to work more than forty hours a week and is not entitled to an overtime allowance in respect of the excess hours, a Board may, with the approval of the Director-General, grant annual leave, not exceeding seven days, additional to that to which she is entitled in accordance with the Schedule.

(5) When the employment of a nurse ceases she shall be paid salary instead of being granted leave in respect of any annual leave or proportion of annual leave accrued due to her.

(6) The Schedule referred to in subclause (1) of this regulation is as follows:—

SCHEDULE: ANNUAL LEAVE FOR NURSES

Class of Nurses.	Number of Days' Leave.	Conditions.
1. Hospital aids	} 23	Leave to be granted in one or two periods.
Pupil nursing aids		
2. Maternity nurse trainees	28	Leave to be granted in two periods, neither less than seven days.
3. District nurses on call for seven days a week	} 35	Leave to be granted in two periods, neither less than seven days.
Registered staff of maternity hospitals, wards, or annexes		
Tutor sisters		
4. All other classes of nurses	28	Leave to be granted in one or two periods.

Sick Leave

16. (1) Where a nurse is granted leave of absence on account of sickness or injury not arising out of and in the course of her employment (hereinafter referred to as sick leave) she shall be entitled to full pay or half pay, as the case may be, according to the scale prescribed in the Schedule set out in subclause (7) of this regulation.

(2) The length of service for the purposes of the Schedule means the aggregate period of nursing service, whether continuous or intermittent, in the employ of a Board, a separate institution, or the Crown, or of two or more of such employers.

(3) The total period of sick leave with pay set out in the Schedule may consist of one or more periods. Sick leave with pay for each period allowed is to be reckoned in consecutive days (including Saturdays and Sundays).

(4) For every nurse whose length of service exceeds four years the period of sick leave with pay to which she is entitled shall for the purposes of the Schedule be computed in respect of her whole length of service. For the purposes of that Schedule every two days previously allowed on half pay shall be computed as one day previously allowed.

(5) In addition to sick leave with pay as provided for in the foregoing provisions of this regulation, a nurse may, at the discretion of a Board, be granted sick leave with full pay for not more than eight days in any year where on account of minor illness it is deemed inadvisable for her, in her own interests or those of the institution, to be on duty.

(6) Where in the opinion of a Board a nurse in its employ is incapacitated by sickness or injury arising out of and in the course of her employment it shall be permissible for the Board to continue to pay her full salary during incapacity :

Provided that the prior written approval of the Director-General shall be obtained for any such payment beyond a period of three months :

Provided also that the period in respect of which salary is paid in accordance with the provisions of this subclause shall not be regarded as sick leave with pay for the purposes of the foregoing provisions of this regulation.

(7) The Schedule referred to in subclause (1) of this regulation is as follows ;—

SCHEDULE

Length of Service.	Total Period of Sick Leave With Pay During Whole Length of Service.
Up to four years' service ..	4 weeks on full pay and 4 weeks on half pay in any one year.
Over four years' and up to five years' service	46 days on full pay, inclusive of days previously allowed.
Over five years' and up to ten years' service	92 days on full pay, inclusive of days previously allowed.
Over ten years' and up to twenty years' service	183 days on full pay, inclusive of days previously allowed.
Over twenty years' and up to thirty years' service	275 days on full pay, inclusive of days previously allowed.
Over thirty years' service ..	365 days on full pay, inclusive of days previously allowed.

Subsistence Allowances

17. (1) Where a nurse who, in accordance with the provisions of these regulations, ordinarily receives free board and lodging is granted annual leave or sick leave with pay, she shall, if living away from the institution during that leave, be paid a subsistence allowance at the rate of £1 3s. per week.

(2) Where a nurse who, in accordance with the provisions of these regulations, ordinarily receives an allowance for board and lodging is granted annual leave or sick leave with pay, she shall continue to be paid the allowance during that leave.

T. J. SHERRARD,
Clerk of the Executive Council.

EXPLANATORY NOTE

[This note is not part of the regulations, but is intended to indicate their general effect.]

These regulations consolidate without material amendment the provisions of the Hospital Employment Regulations 1948 and the amendments of those regulations that prescribe the rates of salary and allowances and the conditions of employment of female nurses employed by Hospital Boards.

These regulations contain provisions that relate to nurses only, and form part of the Hospital Employment Regulations 1952, which prescribe other matters relating generally to the conditions of employment of all occupational groups of Hospital Board employees.

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These regulations are administered in the Department of Health.

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