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STAT

13 April 1953

MEMORANDUM FOR: Chief of Logistics

SUBJECT: Report on Overtime and Leave

REFERENCE: CIA Regulation [redacted]

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 No Change in Class.
 Declassified
 Class. Changed To: TS **(C)**
 Auth.: HR 70-278
 Date: 6-10-78 By: **35**

1. Attached are copies of tabulations of ~~overtime and holiday time~~ worked and annual and sick leave taken for the period 31 August 1952 through 3 January 1953 inclusive. These summaries, one for each pay period, give a complete picture of the overtime and leave records for your office during this entire period. The first column reflects the total regular hours worked during the pay period and subsequent columns give: (a) the total number of employees paid, (b) the number of hours of night differential (if any), (c) overtime worked, (d) holiday time worked, (e) annual leave taken and (f) sick leave taken. The last column indicates the allotment account and is followed by the dates involved in the payroll either on the first or the last line of each summary, (for example, 12-21--01-03 means December 21 through January 3).

2. Following is a summary of the average number of hours per pay period per employee for your office as compared with the average for the Agency as a whole concerning the period 31 August 1952 through 3 January 1953:

Item	Averages	
	Your Office	Agency
Overtime - <i>Supply</i>	10.01 ✓	4.63 ✓
Holiday Time - <i>Supply</i>	.06	.17
Annual Leave	4.90	4.74
Sick Leave	2.62	2.24

3. In addition to the summaries by pay periods for your office we are attaching two listings of leave taken by individuals for the pay periods from 31 August through 13 September 1952 and from 23 November through 6 December 1952. These listings are provided as a summary of typical pay periods and are furnished as an aid in considering the overtime and leave practices of your office.

4. These reports on leave taken and overtime worked are being submitted to you for use in connection with consideration of the application of policies concerning the approval of overtime as outlined in CIA Regulation [redacted]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Attachments

[redacted]

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WALTER REID WOLF
Deputy Director
(Administration)

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