

Personnel 20

CONFIDENTIAL
SECURITY INFORMATION

MEMORANDUM

1 October 1952

25X1A

TO : General [REDACTED]
 FROM : Comptroller
 SUBJECT: Leave Balance

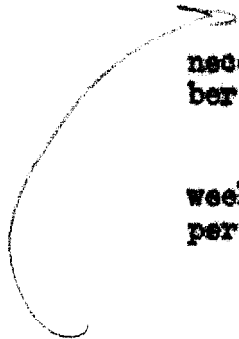
Document No.	<u>2</u>
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth:	NH 10-2
Date:	<u>17 Nov 52</u>
By:	<u>016</u>

1. In accordance with your informal request, the following analysis of your annual and sick leave record is furnished:

<u>Period</u>	<u>Annual Leave No. Hours Earned</u>	<u>Sick Leave No. Hours Earned</u>
8/22-12/31/51	<u>74</u>	<u>43</u>
1/1-9/13/52	<u>148</u>	<u>74</u>
Total No. Hours Earned	<u>222</u>	<u>117</u>
Less:		
Lv. Taken 6/13-6/21/52	<u>40</u>	<u>0</u>
Balance COB 9/13/52	<u>182</u>	<u>117</u>

2. In accordance with current leave regulations, it will be necessary that you take 164 hours annual leave between 14 September 1952 and 30 June 1953.

3. Annual leave is accrued at the rate of 8 hours per bi-weekly pay period and sick leave is accrued at the rate of 4 hours per bi-weekly pay period.



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