

CONFIDENTIAL

7 May 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Hours of Work and Leave

1. Attached are:

a. Brief of the opinions expressed by each of your subordinate officials, except [redacted] and myself on the subject of length of official work week.

b. Leave schedule for your Assistants and Chiefs of Administrative Offices.

2. a. Although terminology varied considerably, the actual desire expressed by your Assistants and your Administrative Office Chiefs is that the official work week should be the normal forty hours and that any work in addition to forty hours should be based on a requirement for overtime.

b. It is our recommendation, therefore, that the currently published Agency policy establishing a forty-four hour work week be rescinded and replaced by a directive authorizing Office Heads to require such overtime beyond the normal forty hour work week as is necessary to enable them to keep up with their work. If the Director desires that Office Heads or Deputies be on duty on Saturdays we should so state in our new directive.

3. There is concerted opinion that all employees should be required to take a minimum of two weeks continuous annual leave each year. Instructions to place this in effect have been actually issued by each of your subordinate officials and leave schedules prepared. These schedules will be enforced.

4. It is recommended that these matters be brought up by you at an Assistant Directors' Meeting with a view to establishing similar principles for the entire Agency.

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[redacted]  
Assistant Deputy Director  
Administration

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3 Att.

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Note: Originals of all given to [redacted]  
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ADD/achroho  
E. L. L. (Time ut. Leave)

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