

CONFIDENTIAL

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NOTICE  
NO. [REDACTED]

PERSONNEL  
June 1954

LEAVE  
REDUCTION OF EXCESS ANNUAL LEAVE ACCUMULATIONS

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1. Notice [REDACTED] dated 16 October 1953, called attention to the provisions of Public Law 102, 83rd Congress, relative to newly established maximum accumulations of annual leave for employees located in the United States and overseas. This Notice also stated that after further study a uniform plan would be developed for the liquidation of excess leave accumulations to effectively accomplish the provisions of P. L. 102.

2. Inasmuch as the Congress is considering a substantial increase to the maximum leave accumulations established by P. L. 102, it has not been deemed appropriate to prescribe a rigid plan for the reduction of annual leave accumulations to the limits set by P. L. 102. However, current indications are that Congress will not increase annual leave accumulations beyond 60 days for employees stationed within the continental limits of the United States or 90 days for employees stationed outside the continental limits of the United States.

3. In the interim, it is the policy of the Agency that:

a. Each employee stationed within the continental limits of the United States, who had accrued annual leave in excess of 60 days at 2 January 1954, is required to use each year his current accrual of annual leave plus at least 10 percent of the excess accumulation over 60 days.

b. Each employee stationed outside the continental limits of the United States, who had accrued annual leave in excess of 90 days at 2 January 1954, is required to use each year his current accrual of annual leave plus at least 10 percent of the excess accumulation over 90 days.

4. In planning summer vacations, all supervisors and employees will take cognizance of this policy to effect the reduction of leave accumulations to the extent practicable.

5. When new legislation is passed or there is positive information that no amendment to P. L. 102 will be made, the policy contained in paragraph 3 will be amended as appropriate to the requirements of legislative decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Administration)

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