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# Office Memorandum • UNITED STATES GOVERNMENT

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TO : Deputy Comptroller

FROM : Chief, Fiscal Division

SUBJECT: Service Computation Dates

DATE: 12 April 1954

1. To furnish the information requested in the Assistant Director for Personnel's memorandum dated 24 March 1954, regarding service computation dates for leave earning purposes of employees who have been on leave without pay for six months or more during the calendar year 1953 and prior years, the payroll offices would have to pull all active, inactive and retired folders and review them for such leave without pay taken. The 1137, Leave Records, for prior years are filed in these folders. The inactive and retired folders would have to be reviewed for employees who have transferred between vouchered and unvouchered funds. These folders are filed alphabetically with resigned employee's folders. For the Fiscal Division alone, it would require a total of 200 man hours which would result in a total cost of approximately \$350.00. Of course, this cost would vary depending upon the grade of the personnel working on the project. This is a very rough estimate because in some cases where the employees have been in the Agency for years, there would be more leave records to review.

2. Regarding the desired report which would be necessary at the beginning of each year, the Fiscal payroll office could review the leave cards without too much additional work while taking the leave balances forward to the following year. Of course, this could not be furnished as easily if the decentralized leave system were in force. The IBM system could no doubt furnish it without any difficulty.

3. The requested information could be obtained in one of the following ways:

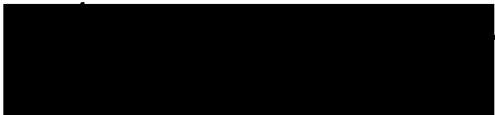
a. By the method outlined in paragraph 1. This method would not include leave without pay taken by an employee in another government agency. It appears that the personnel office would have to review some folders for such information.

b. By the Personnel Office. All leave without pay is recorded on Form 1126s, Periodic Step Increase, which are filed in the 201 files in the Personnel Office. Of course, if an individual receives a promotion before his PSI becomes effective, the leave without pay would not be reflected in such files. It is very doubtful that an employee would receive a promotion if he had had excessive leave without pay. It is my understanding that in some cases a copy of approved lwop (15 calendar days or over) would be in the employees 201 file.

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This method would eliminate the payroll offices from checking for the same information on employees who have transferred between funds.

c. By the honor system. The service computation dates were computed from forms which were certified by the employees in the Agency. Why not do the same for the LWOP? Perhaps, we could have printed an Agency form for each employee to certify that he did or did not have 6 months lwop in any year since his government service began or since his entrance on duty with this Agency. If he did, he would give the year and the approximate amount. In cases where an individual appears doubtful, his record could be reviewed.



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