

RESTRICTED  
Security Information

18 June 1953

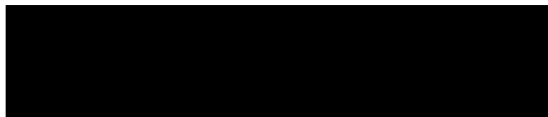
*OPM 30-645-4*  
PERSONNEL DIRECTOR MEMORANDUM NO. 44-53

SUBJECT: Requests for Leave

1. Part of a secretary's usefulness is her ability to provide continuity in an office's operations during the absence of her Chief. Effective immediately, therefore, leave requests for the same dates for Staff and Division Chiefs of the Personnel Office and their secretaries will not be approved.

2. Exceptions to this restriction may be granted by the Personnel Director in emergency situations.

STATINTL

  
GEORGE E. MELON  
Personnel Director

*Rec. by 5-130-4 (37-5T)  
20 Jul 53*

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