SECRET

	Coordination Pa	vge		DRAFT
	MEMORANDUM TO:	Management Officer	DATE:	5 April 1950
	FROM:	Acting Budget Officer		
	SUBJECT:	Draft of Administrative Instrand Pay.	uction re Ti	me, Leave,
	1. This ore time, leave,	ffice concurs with the draft of and pay, dated 31 March 1950.	f Administra	tive Instructio
	2. Commen	ts:		
	31 March 1950 t	th respect to the draft forward to be identified by Administration offer the following suggestion	ive Instruct	memorandum of ion ,
	cha tic typ	(a) It is believed that the d "Leave in the United States ange is offered since it appears in between "home leave" as provides of leave which are not legal extent that the Agency may not	from Oversea s desirable ided in Publ lly authoriz	s Posts". This to make a disti ic Law 110 and ed home leave
:5X1A	"Th 5 b mak at ann fro not mig ret str	(b) It is suggested that the paragraph 5 b (3)(f) reading s is does not cover sick leave as (3) above". The reason for in the it clear that when either any the personal convenience of the ual or sick leave will commence m overseas post of duty. In the d that while travel expenses of the properly be authorized in courn to the U.S. (refer to subative Instruction there considering an individual in a urning for illness and/or hospi	substantialls set forth neluding thin nual or sick employee, e at the time is connection a full tipnnection wiparagraph 3 is no author a "duty stat	y as follows: under paragraph s sentence is t leave is taker the period of e of departure on it will be me employee th illness and (g) of Admini- rity, apparentl
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#### fice Memorandum UNITED STATES GOVERNMENT

: Management Officer

DATE: 19 April 1950

FROM : Chief, Administrative Staff

SUBJECT: Draft of Administrative Instruction re Time, Leave and Pay

STATINTL

- 1. Reference is made to the mimeographed draft dated 31 March 1950 concerning "home leave" which proposes material for incorporation within Administrative Instruction entitled "Time, Leave and Pay". The following comments are submitted, in accordance with your request:
  - We concur with the suggested heading of "Home Leave from Overseas Posts", provided that (1) the term "home leave" is defined to set forth the eligibility of residents of the United States, its territories and possessions, as well as residents of the continental United States (applicable paragraphs are 5a and 5f); and (2) that it be indicated whether the reference to United States in paragraphs 5a, 5b(1), 5b(2), 5b(3), and 5f applies equally well to United States territories and possessions.
  - b. We concur in the remaining paragraphs within the qualifications expressed above under a(1) and a(2).
  - c. It appears necessary to clarify the fact that although in paragraph No. 5f the leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to and from residences and time awaiting transportation, that leave granted for the employees convenience commences (amual leave and leave occasioned by injury or illness) at the time of departure from the assigned post of duty and will include all elapsed normal working time away from the post. It is recommended that a paragraph be added, No. 5g, substantially as follows:
    - (1) "5g. Leaves of absence consisting of annual and/or sick leave granted an employee for the return to the United States, or its territories and possessions, for any purpose other than home leave or official business will commence at the time of departure from the assigned post of duty and will include all the elapsed normal working time away from the post.
- 2. In conclusion, the new material that is being inserted defines a purpose for which leave is granted, as distinguished from a kind of allowable leave, such as annual, sick, or LWOP and it would appear that

- 2 -

it should be placed within the administrative instruction among material of similar classification, i.e., maternity leave, military leave, etc. Preferably it should be inserted after paragraph No. 12, "Absence for Registration and Voting". For the same reason, it is suggested that the order of paragraph No. 8, "Maternity Leave" and paragraph No. 9, "Leave without Pay", be reversed.



STATINTL

Coordination F	age	DRAFT	
MEMORANDUM TO:	Management Officer	DATE: 280pm w	
FROM:	OPC		
SUBJECT:	Draft of Administrative In and Pay.	struction re Time, Leave,	
1. This re time, leave	office concurs with the draf , and pay, dated 31 March 19	't of Administrative Instruct 50.	i <b>on</b>
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Coordination	Page
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DRAFT

MEMORANDUM TO: Management Officer

DATE: 3 May 1950

FROM:

Assistant Director, OSI

SUBJECT:

Draft of Administrative Instruction re Time, Leave, and Pay.

- 1. This office concurs with the draft of Administrative Instruction re time, leave, and pay, dated 31 March 1950.
  - 2. Comments: None

STATINTL

Assistant Director, OSI

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MEMORANDUM TO:	Management Officer	DATE:	RAFT 4 Apr
FROM:	Coaho		
SUBJECT:	Draft of Administrative In and Pay.	nstruc <b>ti</b> on re Time	, Leave,
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NTL			
		Signature	

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## Office Memorandum • United States Government

TO : Management

DATE: 23 May 1950

FROM : Legal Staff

SUBJECT: Charging of Leave for Travel of Overseas Employees.

- 1. A recent opinion of the Comptroller General to this Agency, dated 16 March 1950, (No. B-93365) provided an interpretation of the effect on the continuity of "continuous service abroad" when overseas employees took certain types of leave in the United States. The questions concerned an employee who:
  - (a) Returned to the United States for purposes of official consultation and was granted an interim period of either annual or sick leave;
  - (b) Returned to the United States at Government expense on sick leave;
  - (c) Returned to the United States for a period of annual leave at his own expense to meet a personal emergency.
- 2. While the opinion of the Comptroller clarified the effect of such leave on the continuity of "continuous service abroad," it did not touch the collateral question of the assessment of leave for travel time incident to the above situations. This is now under consideration by the Foreign Service in drafting appropriate regulations, and the question has been referred to this Agency for comment and possible advice. Since we are presently considering an amendment to Administrative Instruction "Time, Leave and Pay," (Note proposed Section 5, "Home Leave from Overseas Posts") we wish to coll your attention to this question with the following comments.

STATINTL

FOIAB5

FOIAB5

- 4. To our mind, the first case does not present a problem. When an employee is returned to the United States for consultation under official orders, the travel is related to his duty, and the grant of a period of interim leave in the United States would not require a forfeiture of leave for the transit period going from and to his overseas post. (Any travel within the United States related to his interim leave would not be controlled by P.L. 110, and would be subject to standard leave practices otherwise applicable within the United States.)
- 5. In situation (b), the employee is returned to the United States on sick leave at governmental expense. Since the assessment of sick leave is not necessarily inimical to payment of travel and per diem expenses, there is no reason why sick leave could not be charged at the c te of departure rather than at the date of arrival in the United States. This, however, is for policy determination.
- 6. The real problem with which we are confronted is contained in situation (c) where the employee returns at personal expense for a personal purpose. Here the interest of the Government is clearly subordinate to that of the individual and there is no obligation on the part of the Government to present the employee with a gratuitous grant of leave during the period of travel. Since the obligation to exclude travel time from leave applies only to home leave, there is no technical objection to charging leave for travel in this case.
- 7. I have discussed this matter with Mr. Dayson Hall of the Personnel Section of the Foreign Service, and we would appreciate being informed of any policy determination in order that we may advise him of the Agency approach. If you find it necessary, we can arrange a conference with the Foreign Service. Mr. Hall said it was his understanding that ECA is considering travel time without assessment of leave if the employee so elects, but the employee will then be required to begin a new accumulation of leave on return to post. We

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8. This is supplementary to our previous memorandum dated 6 April 1950, but it reinforces our suggestion to delete the description of leave in the above cases as "home" leave

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	Page	<u>DRAFT</u>	
MEMORANDUM TO	: Management Officer	DATE: 6 April 1950	
FROM:	Assistant Director for Sp	ocial Operations	
SUBJECT:	Draft of Administrative I and Pay.	nstruction re Time, Leave,	
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2. Comm	ents:		
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	Coordination Pa	g <u>e</u>	DRAFT
	MEMORANDUM TO:	Management Officer	DATE: APR 5 19 <b>50</b>
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MEMORANDUM FROM:	TO: Management Officer I	DATE: 6 Apr 50
SUBJECT:	Draft of Administrative Instruction and Pay.	re Time, Leave,
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STATINTL



12 April 1950

#### MEMORANDUM:

25X1A

TO: Chief, Special Support Staff

FROM: Deputy Chief, Finance Division

SUBJ: Draft of Administrative Instruction re Time, Leave and Pay

- 1. Attached is a draft of an amendment to Administrative Instruction which has been forwarded to us for comment. With the exception of Sub-Paragraphs D and F, we believe that the Instruction is quite clear and have no recommendations.
- 2. With respect to Sub-Paragraph D, we assume that this provision pertains to individuals employed abroad who currently have to their credit some foreign duty with another government agency. If this is the case, we recommend that Sub-Paragraph D be changed to provide that an agreement be required at the time of employment to serve two full years abroad with this Agency unless separated for reasons beyond his control.
- 3. Sub-Paragraph F is similar to present requirements of the Foreign Service Regulations with which we have experienced difficulty on several occasions. Generally, this difficulty is in connection with awaiting transportation after completion of Home Leave. Under the present regulations, an employee whose travel is interrupted prior to commencement of leave continues to receive per diem and is not charged with leave provided the first available transportation is used. However, after taking leave, this situation is materially changed. For instance, an employee who has completed Home Leave and who does not report to Headquarters thereafter for temporary duty, may find it necessary to wait for available transportation at a port. Under such circumstances, it appears that leave is not chargeable, however, it also appears that per diem is not payable since per diem normally would be paid for required travel time only. This is a controversial issue in almost every case, therefore, we recommend, before issuance of this Administrative Instruction, a determination be made by the Legal Staff as to whether or not per diem can be paid under such circumstances, and that the decision be reflected in this Administrative Instruction.



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	(SECRET)
25X1A	4. We have noted and agree with recommendation that Sub-Paragraph A should specify 30 calendar days.
25X1A	
	Deputy Chief, Finance Division
	Attachment

SECRET

DRAFT (HDM)

MEMORANDUM FOR:

Chief, Special Support Staff

31 March 1950

FROM:

Management Officer

SUBJECT:

Draft of Administrative Instruction re Time, Leave,

1. There is reproduced below a draft of a proposed Administrative Instruction concerning time, leave, and pay.

2. Request that you forward your comments or concurrence to this office by 17 April 1950.

ADMINISTRATIVE INSTRUCTION NO.

STATINTL

SUBJECT: Time, Leave, and Pay.

STATINTL

Administrative Instruction dated 22 April 1949, is hereby amended. Paragraph number 5 is renumbered number 6, and subsequent paragraphs accordingly.

#### "5. Home Leave from Overseas Posts

"a. Home leave will be granted an employee after two years continuous government service abroad or as soon thereafter as possible provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least 30 days.

"b. The following types of home leave shall not constitute a break in 'continuous service abroad':

- "(1) Annual or sick leave granted to an employee while temporarily in the United States for purposes of official consultation.
- "(2) A period of annual leave granted an employee to return to the United States at his own expense for the sole purpose of meeting a personal emergency.
- "(3) A period of sick leave granted an employee to return to the United States under proper authorization at government expense.

"c. However, the types of home leave defined in b., above, shall not be counted as service abroad. Thus, the period of 'continuous service abroad' must be extended beyond the original two years for a period equal to the amount of the above leave.

- "d. In the event the two full years service has not been spent with the Agency, the employee will be required to sign an agreement to complete two years of service with the Agency, unless separated for reasons beyond his control.
- "e. While on home leave the employee shall not be available for work or duties except in the Agency or for training or reorientation for work; and the time of such work or duty shall not be counted as leave.
- "f. Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States or its territories and possessions and such time as may be necessarily occupied in awaiting transportation."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Coordination Pa	ge	<u>DRAFT</u>
MEMORANDUM TO:	Management Officer	DATE:
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Office Memorandum • UNITED STATES GOVERNMENT

TO: Management Officer DATE: 6 April 1950

FROM: Legal Staff

SUBJECT: Draft of Administrative Instruction Re: Time, Leave, and Pay.

1. The proposed changes in Administrative Instruction dated 22 April 1949, by the insertion of paragraph 5, "Home Leave from Overseas Post," have been reviewed and we wish to submit the

FOIAB5

3. Under subparagraph (b), the designation of the annual or sick leave indicated in subparagraphs (1), (2) and (3) as "home" leave, may be misleading, and we suggest the deletion of the word "home." The recent opinion of the Comptroller General in regard to this subject applied only to employees on regular assignment abroad, and, in order to eliminate possible future confusion, we suggest a revision in the introduction to subparagraph (b) to read as follows:

"The following types of leave shall not constitute a break in continuous service abroad! of an employee regularly assigned to an overseas post:"

- 4. In subparagraph (b)(2) we suggest that "own expense" be revised to read "personal expense." As revised, it may suffer from the monotony of repetition, but the word "own" might apply to Government as well as personal expense.
- 5. In subparagraph (c) our remarks above apply equally to the word "home" in the first line, and we suggest its deletion.

6. The condition of entitlement to home leave is two years' continuous Government service abroad, and we assume that subparagraph (d) is drafted to cover the case of the employee who tacks his period of employment with another agency to that with CIA in order to meet the two years' minimum requirement. The requirement that the employee sign an agreement to complete two years of service with the Agency may possibly be misconstrued as an additional element of eligibility. We believe this would be clarified by use of the following wording: "In the event that the two full years' continuous Government service abroad' has not been spent with the Agency, prior to issuance of home leave orders, the employee will be required to sign an agreement to complete two years of service with the Agency (unless separated for reasons beyond his control), provided that such requirement will not otherwise postpone his entitlement to home leave."

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	\ge	DRAFT
	Management Officer	DATE: <u>11 April 1950</u>
FROM: SUBJECT:	Deputy Assistant Director Draft of Administrative In and Pay.	, ORE
re time, leave,	, and pay, dated 31 March 19	ft of Administrative Instruction 950.
2. Commer	its: Hore	
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STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 12 April 1950

FROM : Chief, Advisory Council

SUBJECT: Draft of Administrative Instruction re Time, Leave, and Pay.

This office concurs with the draft of Administrative Instruction re time, leave, and pay, dated 31 March 1950.

Chief, Advisory Council

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This has been coordinated with:

Admin Staff
Special Support Staff
Office of Operations
Office of Special Operations
Office of Policy Coordination

- 1. Administrative Staff and OPC concurred without comment.
- 2. Special Support Staff concurred but raised a question of interpretation of the phrase "resident of the U.S.". The Legal Staff advises that the wording of P.L. 110 makes it impossible to define the phrase very closely. Special Support Staff has agreed to submit questionable cases to the Legal Staff for opinion.
- 3. Office of Special Operations concurred with the proviso that the Instruction not be applicable to agent personnel.
- 4. The attached Office of Operations memorandum, dated April 14, 1950, is in reply to a previous drait of this instruction. The memo suggests that temporary duty served at a temporary duty station prior to reporting to a permanent duty station be counted as part of the "two years continuous Agency service abroad". The final draft circulated for concurrence contained a paragraph to that effect. However, this Instruction as here presented does not contain such a paragraph, based upon a verbal opinion of the legal Staff.

то	Executive DATE: 21 June 1950			
FROM :	Legal Staff			
SUBJECT:	Revision of Administrative Instruction	STATI		
	를 들려가 있다. 그리고 살아 보이는 <u>- 트로스</u> 레이트로 화장하다 하다.	STATI		
	1. Administrative Instruction regarding leave in the United States from overseas post, has been reviewed by this office, and we should like to make the following comments.			
	2. It is noted under paragraph 8.A. that home leave will be granted only "after two years' continuous Agency service abroad" (our emphasis). We do not know if this was intentional, but the effect is to deny employees recruited abroad from other Government agencies the benefit of home leave credit for any service prior to their employment by this Agency.	FOIA		
FOIAB50				
	4. It is noted in regard to paragraph 8.C. that the Act provides for employees on home leave "in the continental United States" rather than simply those "on home leave."			
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	vides for employees on home leave "in the continental United States" rather than simply those "on home leave."	STATIN		
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IR 0-9552

17 March 1950

MEMORANDUM FOR:

Chief, Special Support Staff Chief, Administrative Staff Asst. Director for Operations

Asst. Director for Special Operations
Asst. Director for Policy Coordination

General Counsel Management Officer Budget Officer Personnel Director

SUBJECT: Effect of Temporary Duty or Leave in the United States During Periods of Foreign Service

1. The Comptroller General has provided the ruling quoted below on the above subject:

"In 19 Comp. Gen. 750, referred to by you, it was held quoting from the syllabus:

'Section 22 of the act of February 23, 1931, 46 Stat. 1210, authorizing the Secretary of State to order to the United States on his statutory leave of absence, at Government expense, any Foreign Service officer or vice consul of career who has performed 3 years or more of continuous service abroad, does not require that an officer remain at all times physically present within the service abroad in order to meet the 'continuous service' requirement, and where an officer's temporary return to the United States for consultation purposes had direct connection with, or relation to, his assigned post of duty abroad, it did not constitute a break in his 'continuous service abroad' within the meaning of the

"It is the view of this Office that in the absence of express legislative intent to the contrary the term 'continuous service abroad' as used in the Central Intelligence Agency Act reasonably and properly may be construed as requiring only continuous employment in the Central Intelligence Agency while under an assignment abroad and, as held in the above decision with respect to the Foreign Service, periods of consultation service in the United States under proper orders need not be considered as constituting a break in the continuity of service abroad and may be counted as part of the two years' continuous service. However, having in mind the evident intent of the law to relieve the hardship of prolonged absences from the United States, it appears reasonable to conclude that periods of annual or sick leave spent in the United States—\* \* \* \*

MES 1832)

while they need not be held to constitute a break in the continuity of service abroad—should not be counted as service abroad. Compare 27 Comp. Gen. 720. \* \* \* \* \*

"\* \* \* the amount of leave taken in the United States \* \* \* \* would not appear to be material except, of course, that it should not exceed the maximum amount of sick or annual leave which may be granted under the applicable annual and sick leave regulations."

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		Executive	

ER0-9552



### COMPTROLLER GENERAL OF THE UNITED STATES WASHINGTON 28

OT

MAR 1 6 1950

B-93365

Director

Central Intelligence Agency

My dear Mr. Director:

Reference is made to your letter of February 23, 1950, ER-0-8913,

requesting decision upon the questions therein stated, as follows:

- "I. When an employee regularly assigned to an overseas post temperarily returns to the United States for purposes of official consultation, does the grant of a period of either annual or sick leave while in the United States break the continuity of his 'continuous service abroad'?
- "2. Does the granting of a period of annual leave to permit return to the United States at the personal expense of an employee regularly assigned to an overseas post, solely for the purpose of meeting a personal emergency, interrupt the continuity of his 'continuous service abroad'?
- "3. In the event an employee is returned to the United States on sick leave under proper authorization at Government expense prior to the expiration of two years' 'continuous service abroad,' does interrupt the continuity of such service?
- "h. If any or all of the three questions presented above are answered in the negative, is the amount of leave taken subject to a maximum time limitation?
- "5. If questions 1, 2, and 3, or any of them are answered in the negative, must the period of 'continuous service abroad' be extended beyond two years for a period equal to the amount of interim leave taken before the employee is entitled to home leave?
- "6. If in any case covered by the first three questions, leave is construed to constitute a break in service, would it be required to again start a new two year period for home leave purposes upon return to the foreigh post?"

Approved For Release 2003/01/17 : CIA-RDP81-00728R000100010043-6

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You state that the foregoing questions are presented in order to enable you to "prescribe proper regulations" under section 5(a) (3)(A) of the central Intelligence Agency Act approved June 20, 1949, Public Law 110, reading as follows:

"(a) Under such regultations as the Director may prescribe, the Agency \* \* \* shall--

"Order to the United States or its Territories and possessions on leave provided for in 5 U. S. C. 30, 30a, 30b, or as such sections may hereafter be amended, every officer and employee of the agency who was a resident of the United States or its Territories and possessions at time of employment, upon completion of two years' continuous service abroad, or as soon as possible thereafter: Provided, That such officer or employee has accrued to his credit at the time of such order, annual leave sufficient to carry him in a pay status while in the United States for at least a thirty-day period."

"In 19 Comp. Gen. 750, referred to by you, it was held quoting from the syllabus:

"Section 22 of the act of February 23, 1931, 46 Stat. 1210, anthorizing the Secretary of State to order to the United States on his statutory leave of absence, at Government expense, any Foreign Service officer or vice consul of career who has performed 3 years or more of continuous service abroad, does not require that an officer remain at all times physically present within the service abroad in order to meet the 'continuous service' requirement, and where an officer's temporary return to the United States for consultation purposes had direct connection with, or relation to, his assigned post of duty abroad, it did not constitute a break in his 'continuous service abroad' within the meaning of the section,"

It is the view of this Office that in the absence of express legislative intent to the contrary the term "continuous service abroad" as used in the Central Intelligence Agency Act reasonably and properly may be construed as requiring only continuous employment in the Central Intelligence Agency while under an assignment abroad and, as held in the above decision with respect to the Foreign

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Service, periods of consultation service in the United States under proper orders need not be considered as constituting a break in the continuity of service abroad and may be counted as part of the two years! continuous service. However, having in mind the evident intent of the law to relieve the hardship of prolonged absences from the United States, it appears reasonable to conclude that periods of annual or sick leave spent in the United States under the stated circumstances—while they need not be held to constitute a break in the continuity of service abroad—should not be counted as service abroad. Compare 27 Comp. Gen. 720. (Accordingly, questions 1, 2, and 3 properly may be answered in the negative, and question 5 in the affirmative, which answers render unnecessary any consideration of question 6.) This

(With respect to question 4,) the amount of leave taken in the United States (under conditions specified in questions 1, 2, and 3) would not appear to be material except, of course, that it should not exceed the maximum amount of sick or annual leave which may be granted under the applicable annual and sick leave regulations."

Sincerely yours.

Acting Comptroller General of the United States

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# CONFIDENTIAL

19 May 1950

MEM	(	R	A	N	D	U	М

TO: Chief, Special Support Staff

FROM: Finance Division

SUBJ: Draft of Amendment to AI

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The Finance Division concurs with the attached draft of amendsubject to our interpretation to paragraph 8a. This paragraph states that home leave will be granted to an employee who was a resident of the United States or its territories or possessions at the time of employment. Our interpretation of this statement is that an individual may be considered a resident of the United States although for work or for pleasure he may be temporarily residing in a foreign country. If this is correct, the only remaining question is that of determining when a United States citizen actually living abroad is not a resident of the United States. It is our opinion that any United States citizen who by actions or statements intends to return to the United States after completion of a particular job or a pleasure tour remains for the purpose of home leave a resident of the United States. It is also our opinion that a United States citizen who by statements or actions apparently intends to remain abroad indefinitely regardless of possible employment with the United States Government is not within the meaning of paragraph Sa a resident of the United States. If this latter opinion is correct, it is assumed that this Agency does not intend to grant home leave to United States citizen employees engaged abroad who have lived abroad for a considerable amount of time and who apparently intends to continue to live abroad.

25X1A 25X1A 2. It is requested that a determination be made as to the accuracy to the above statements before issuance of this amendment to since it is believed we now may have some employees serving abroad who would not be eligible for home leave.

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	Deputy Conter, Finance Division
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		<u>DRAFT</u>
MEMORANDUM TO:	Management Officer	DATE: 11, April 1950
FROM:	Assistant Director for Op	perations
SUBJECT:	Draft of Administrative Ir and Pay.	istruction re Time, Leave,
l. This or time, leave provisions:	office concurs with the draf, and pay, dated 31 March 19	ft of Administrative Instruction 950., subject to the following
that trave of two year an outlying be issued	el of the employee shall not ars continuous government ab ng station in Washington prior to his	aph 5 a be amended to prescribe t be started prior to completion proad. When an employee is at if the order cannot STATINTL completion of two years con-
until he hafter the this conne employee's ees who spone static date it he does not constitute the state of th	nas actually received the or completion of two years con ection it might also be clar s overseas service starts. Dent a few days or even a fe on prior to reporting for pe	nis departure must be delayed oder which will be some time attinuous overseas service. In rified as to just when an In the past we have had employew weeks on temporary duty at ermanent duty at another. To orary duty period spent abroad Obviously it is, and it is
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MEMORANDUM T	O: Managomont Officer	DATE: 18 May 1950
FROM:	Assistant Director for Ope	rations
SUBJECT:	Draft of Administrative In	
	and Pay.	
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	Coordination Pa	<u>ago</u>	DRAFT
	IEMORANDUM TO:	Managoront Officer	D'.TE: 22 May 1950
	FROII:	Assistant Director for Spec	
	SUBJECT:	Draft of Administrative Ins	truction re Time, Loave,
3	re time, tenvo,	office concurs with the draft and pay, dated 11 May 1950, sarily apply to any type of a	of Administrative Instruction with the understanding that it gent personnel.
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			sistant Director ) ecial Operations
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MEMORANDUM TO: Managomont Officer

DATE: 17 May 1950

FROI!:

Chief, Staff III, OPC

SUBJECT:

Draft of Administrative Instruction re Time, Loave, and Pay.

- 1. This office concurs with the draft of Administrative Instruction re time, leave, and pay, dated 11 May 1950.
  - 2. Commonts:

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Signaturo Chief, Staff III, OPC

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MAY 19 1950

Offic	ce Memorandum • united	
то " :	Management Officer	
FROM :	Legal Staff	
SUBJECT:	Administrative Instruction (Proposed Addition of Paragraph 8.d.(2))	STATIN
	In regard to the legality of the proposed addition, there is nothing in the Act or the Foreign Service Regulations on which any objection can be based. The essential element inherent here is "continuous service abroad," and no distinction is made between temporary duty and duty at the official permanent station. As long as the other factors are present, there is no reason why time spent at an authorized temporary duty station prior to reporting to a permanent duty station should not be credited toward service abroad for purposes of home leave.	
	Tor purposes of nome leave.	STATIN
	Encl: Draft of	STATIN

	DRAFT 3 AUGUST 195	0
CHIPRAL INTELLIGENCE AGENCY Washington, D. C.		
ADMINISTRATIVE INSTRUCTION NO.	-June-1950-	STATINTL
SUBJECT: Time, Leave and Pay		STATINTL
Administrative Instruction 1 dated 22-April-1949, amended. Paragraph Number 8 is renumbered number 9, and subseparagraphs accordingly:	, is hereby equent	
"8. Leave in the United States from Overseas Posts		

Home leave will be granted an employee who was a resident of the United States, or its Territories and possessions, at the time of employment by the government, after two years continuous service abroad, or as soon thereafter as possible, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least 30 calendar days.

"b. Exemption of Necessary Travel Time on Home Leave

Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States, or its Territories and possessions, and such time as may be necessarily occupied in awaiting transportation.

"c Non-availability for Work

"a. Eligibility for Home Leave

While on home leave in the Continental United States, the employee shall not be available for work or duties except in the Agency, or for training or reorientation for work, or for military leave when authorized, and the time for such work or duty or military leave shall not be counted as leave.

- "d. Two Years! Continuous Service Abroad
- "(1) Two years' continuous service abroad shall begin upon officially reporting for duty at his permanent duty station.
- " (2) Time spent at an authorized temporary duty station prior to reporting to a permanent duty station will be credited towards two years continuous service abroad, provided there is no break in continuous service abroad."

- "(3) The following types of leave shall not constitute a break in continuous service abroad:
  - "(a) Annual or sick leave granted an employee while temporarily in the United States for purposes of official consultation.
  - "(b) A period of annual leave granted an employee to return to the United States, or its Territories and possessions, at his personal expense for the sole purpose of meeting a personal emergency.
  - "(c) A period of sick leave granted an employee to return to the United States, or its Territories and possessions, under proper authorization at government expense.
- "(3) Although the types of leave set forth under d(3)(a), (b), and (c), above, do not constitute a break in 'continuous service abroad, they do not count as 'service abroad,' Thus, the period of 'continuous service abroad' must be extended beyond the original two years for a period equal to the amount of such leave.
- "e. Non-exemption of Travel Time

Annual or sick leave granted under the circumstances set forth in d(3)(b) and (c), above, shall be calculated from the time of departure from the assigned post of duty and will include all the elapsed normal working time away from the post."

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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TO <sub>VI</sub> , :	RESTRICTED  Ce. Memorandum • UNITED STATES GOVERNMED  Executive THRU: General Counsel  DATE: 9 November 194
FROM :	Budget Officer
SU, BIECT:	Proposed Amendment to Administrative Instruction
	1. The attached proposed amendment to paragraph 16f of Administrative Instruction is returned without the concurrence of this office for the reason that current advice has been received from officials of the General Accounting Office indicating that it is their opinion that the Classification Act of 1949 did not remove the previous limitation of \$10,330 per annum with respect to additional compensation (including overtime) which an employee could receive. Consequently, the existing provision limiting the rate of compensation which can be received should remain in effect.
	2. Representatives of the Accounts Systems Division and the Legal Staff of the General Accounting Office have informally advised that the provision of Section 603(b) of the Pay Act of 1945, as amended by the Pay Act of 1948, with respect to the limitation of \$10,330 per annum was not repealed by the Classification Act of 1949 and that the latter Pay Act in effect only repealed that portion of Section 603(b) of the Pay Act of 1945, as amended, with respect to base compensation in the upper grades which provides for base pay rates at \$10,330 or more per annum. Reference was made by the GAO representatives to the Legislative History of the original House and Senate Bills pertaining to the 1949 Classification Act which provided for limitations on additional compensation at rates below the top of the upper grades and although the bill was finally passed without any specific indication of a limitation, the \$10,330 limit must still apply.
	3. Until or unless the General Accounting Office formally expresses an opinion which indicates that the \$11,000 or other higher ceiling may apply, the pertinent limitation set forth in Administrative Instruction should be adhered to with respect to overtime or night differential work including overtime performed for compensa-

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	ADMINISTRATIVE NO.	INSTRUCTION		Date: 2	2 apr	49
a la	SUBJECT: Time,	, Leave and Pay				¶ STATIN
,	RESCISSIONS: 6		ive Instruction oct: Time, Leave		lated 24 June	STATIN
			ive Instruction et: Absence for		dated 4 August	STATIN
			ive Instruction ubject: Legal H	· •	dated 17 Novem-	STATIN
			ive Instruction ubject: Time, L		iated 28 Janu-	c <del>-</del> STATIN
			ive Instruction : ct: Annual Leave		dated 15 Februs	Programme and
	1. Official Wo	orking Hours				
	$\mathbf{a}_{\bullet}$ The nor	rmal official w	orking hours for	all activi	ties of the	
:	Agency are from	n 0830 to 1700,	Monday through	Friday. Fo	or any tour	
ا کر وی ا	of duty in exce	ess of four (4)	hours, normal or	r otherwise	, a thirty	
φ),	minute lunch pe	eriod will be e	stablished.			
	b. The hou	ars of duty sho	wn on Standard Fo	orm No. 113	50, Time and	
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employees overseas are considered as permanent employees for leave purposes only.

b. Temporary employees are those appointed for definite periods of time not to exceed one year.

## 3. Annual Leave

a. Permanent employees are entitled to 26 working days annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is one hour and additional credits are in multiples thereof. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue leave in accordance with the following schedule:

BASIC	WORK	DAYS		HOURS	CREDIT
	1				1
	3 4				2 3

- b. Temporary employees earn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.
- c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.
- d. An employee, however, who had on July 24, 1947, over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after 1947.

- e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.
- f. Every supervisor responsible for approving leave will assure that employees are afforded an opportunity to avail themselves of earned annual leave.

g. Annual leave programs will be planned in advance and scheduled so as not to impair the efficiency of operations. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that annual leave which is in excess of the maximum that can be carried forward into the succeeding year.

#### 4. Advanced Annual Leave

- a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.
- b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Officer, or his designee, for approval.
  - c. Temporary employees will not be advanced annual leave.

#### 5. Sick Leave

a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.

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- b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.
- c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.
- d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.
  - (1) Sick leave will be granted to employees:
  - (a) When they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement.
  - (b) For medical, dental, optical examination or treatment, when leave is approved in advance by the supervisor.
  - (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
  - (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
  - (e) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three working days.

## 6. Advanced Sick Leave

a. Permanent employees, in case of serious disability or ailment lasting five days or more, may be advanced sick leave not to exceed 30 days. Such an advance is charged against sick leave which will be

earned in the future. No advance sick leave will be granted to temporary employees.

b. When an employee applies for more sick leave than he has accumu
plus that he be shall lated or than may properly advanced, the excess leave may be charged against accrued annual leave or to leave without pay.

- c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the unliquidated portion of the advanced leave.
- d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

#### 7. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness, in which event the deductions against annual leave for this period will be converted. Application for such substitution must be made within two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

#### 8. Maternity Leave

a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Personnel Officer, or his designes.

- b. Normally maternity leave will not exceed six months including:
  - (1) Accumulated sick leave
  - (2) Accumulated annual leave
  - (3) Leave without pay
- c. The Personnel Officer, or his designee, may approve additional maternity leave upon receipt of written advice from the attending physician certifying to the necessity for the leave.
- d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

## 9. Leave Without Pay

a. (1) Leave without pa	y not exceeding 15 working days may be
granted to employees at t	he discretion of Staff Chiefs, Assistant
Directors,	or Chiefs of Missions
overseas.	

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- (2) Leave without pay in excess of 15 workdays must have the additional approval of the Personnel Officer, or his designee.
- b. Leave without pay will not be authorized initially for any period in excess of 12 months.
- c. Form No. 37-3 will be initiated by offices when LMOP for 60 or more calendar days is recommended for approval. Standard Form No. 50, Notification of Personnel Action, will be issued when such leave or an extension of renewal thereof is approved.
- d. Employees who are granted an extended period of LWOP will, prior to the beginning of such leave, execute Form No. 34-30.

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#### 10. Military Leave

- a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.
- b. Members of the National Guard of the District of Columbia will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.
- c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

#### 11. Court Leave

- a. A permanent employee who attends court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty, and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are required. Applications for court leave will be processed in the same manner as applications for advanced annual leave.
- b. Annual leave or LWOP will be granted when an employee is absent from duty because of private litigation.
- c. Employees may be granted court leave if the value of his testimony arises from

his official capacity and he is called upon solely because of and to testify in that capacity.

- d. Temporary, part-time or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.
- e. Employees who serve as witnesses or jurors and are granted court or official leave will surrender to the Budget Officer fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.
- f. An employee who appears in any court as a witness, plaintiff, defendant or juror must report to the Chief, Inspection and Security, for briefing on security regulations prior to date of his appearance in court.

  12. Absence for Registration and Voting
- a. Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.
- b. In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one

day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

#### 13'. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. Absence from duty for any cause, without prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

# 14. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration, none of which extends for a full month.
- c. For service on a per hour or per diem basis where employment is not on a regular and continuous basis.

#### 15. Leave Balances

Leave balances should be requested from the Budget Officer only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason, and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time and Attendance Clerks. Leave balances will be furnished to employees once a year.

#### 16. Overtime and Compensatory Leave

a. Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section.

- b. Overtime shall be kept to an absolute minimum throughout the Agency with emphasis being placed upon the full productive utilization of the normal official working hours of each employee.
- c. Overtime work will not be requested or authorized except in those cases essential to meet emergency requirements not possible to meet by full utilization of employee's normal working hours. Assistant Directors and Staff Chiefs are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy.
  - d. Within the continental limits of the United States:
  - (1) Approval of the Budget Officer, or his designed must be obtained prior to ordering compensatory time or overtime. A request will be submitted on Form No. 32-3, Request for Approval of Overtime, in accordance with instructions issued by the Budget Officer. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.
  - (2) Form No. 32-3, approved by the Budget Officer or his designee) will be transmitted to the paying office no later than the close of the pay period in which work is performed.

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e. Outside the continental limits of the United States, overtime must be approved by Chiefs of Missions or their deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless required by local custom.

Delagati

- f. No officer or employee shall be paid, with respect to any pay period, compensation at a rate in excess of \$10.330 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee is not entitled to overtime compensation.
- g. Administrative controls governing compensatory leave will be established by each Assistant Director and Staff Chief based on policies stated below:
  - (1) It must be taken within the two pay periods immediately following the period in which earned, or forfeiture will result.
  - (2) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned. Such entries must be initialed by the applicable employee.
  - (3) An adequate check system will be established to insure that overtime was actually worked. An inspection will include checking guard registers and reviewing work accomplished during periods when compensatory time or overtime is claimed.
- h. Compensatory leave to the credit of employees at the date of issuance of this Instruction will be used within 90 calendar days from this date or be forfeited. Such leave will not be reported as required above, but will be handled as heretofore.

#### 17. Holidays

a. Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24-hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

b. (1) The following days are established by law as Legal Holidays:

1 January

- New Year's Day

22 February

- Washington's Birthday

30 May

- Memorial Day

4 July

- Independence Day

First Monday of September

- Labor Day

11 November

- Armistice Day

Fourth Thursday of November

- Thanksgiving Day

25 December

- Christmas

- (2) Whenever any of the above holidays fall on Sunday:
- (a) The following Monday will be officially observed as the holiday by employees whose regular work week is Monday through Friday.
- (b) Sunday will be officially observed as the holiday by employees whose regular work week includes Sunday.
- (3) When a Legal Holiday falls on other than Sunday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below.
- (4) Holiday provisions other than those specified by law are announced by Presidential Proclamation, and employees will be officially notified.

#### 18. Night Differential

a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM Standard Time when such hours fall within the employee's regularly scheduled tour of duty.

Night differential cannot be claimed for time used in obtaining meals. When computing night differential reference should be made to the attached table which shows the maximum hours of night differential that can be claimed for various tours of duty.

b. Payment of night differential may be authorized for nightwork performed when an employee is temporarily assigned to a regularly scheduled tour of duty other than his own. Proper notations, in support of such payments, must appear on the Time and Attendance Report.

#### 19. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

# 20. Time and Attendance Reports (Standard Form No. 1130)

- a. Time and Attendance Reports will be submitted in accordance with instructions issued by the Budget Officer.
- b. Two copies or extracts of the Armed Services orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first Report showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Report submitted.
- c. Time and Attendance Clerks will include under "Remarks" on Form No.

  1130 inclusive hours of overtime and/or compensatory time worked by each employee.
- d. When night differential is claimed, Form No. 1130 must indicate the employee's tour of duty.

e. Correspondence pertaining to unauthorized absence must be furnished the Budget Officer in support of Form No. 1130 on which AWOL is reported.

#### 21. Designations

- a. Assistant Directors and Staff Chiefs will submit in duplicate to the Budget Officer separate lists of persons authorized to:
  - (1) Receive and distribute salary checks.
  - (2) Certify the correctness of, and submit Time and Attendance Reports.
  - (3) Request approval of compensatory time or overtime to be worked.
- b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

# 22. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the Budget Officer, and approval obtained before action is taken. Such report must furnish recommendations and a copy of the applicable law or regulation.

23. Amendments

ILLEGIB

R. H. HILLINKOETTER
Rear Admiral, USN
Director of Central Intelligence

2 ATTACHMENTS:

(Night Differential Table). Hot of designations

DISTRIBUTION: A (plus 300 copies to Budget & Finance)

#### NIGHT DIFFERENTIÁL

TOUR OF DUTY	LUNCH PERIOD	HOURS OF NIGHT DIF- FERENTIAL	TOUR OF DUTY	LUNCH PERIOD	HOURS OF NIGHT DIF- FERENTIAL
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	. Executive	DATE: 1 April 1949	
FROM	Acting Management Office	일하는 사람이 사용하는 것이 되는 것을 받았다. 그 생각이다. 나는 사람들은 사용하는 것이 하는 것은 사람들이 사용하다.	OTATIAIT
SUBJECT	Administrative Instruction No.	subject; Time, Leave and Pay.	STATINT
	Administrative Instruction The Budget Office initially pro	roval is the draft of the revision of subject: Time, Leave and Pay. epared the revision and concurred in ce. Personnel also has concurred in	STATINT
	2. The draft basically is struction currently in effect. and three new sections added, I	s the same as the Administrative In- It has been simplified and clarified Nos. 1, 12, and 21.	
	tive Instruction be "unclassifi	requested that the revised Administra- led" in order to expedite distribution ad and to facilitate its useage.	
	by the Director as it contains and the Deputy Executive to mak proposed that this Instruction departmental needs. Additional	recommends this publication be signed a delegation permitting the Executive ce appropriate amendments. It is further be published in the normal manner for copies will then be published wither that the same regulations may be sent ared.	
		보다 얼마나는 어느라 보는 얼마나 없는 나를 다 했다.	
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STATINTL STATINTL

Chack Re pro	Orielas
DRAFT - 6/22/49	
14 Jale	STATINTL
ADMINISTRATIVE INSTRUCTION NO. Date:	49
SUBJECT: Holiday, Overtime and Night Differential Compensation; Compensatory Leave.	
1. Authorization and approval of holiday and overtime work shall	
be made and granted on an hourly basis. Accordingly, payments for	
holiday and overtime work or the recording of leave taken in lieu of	
overtime compensation will be made for each full hour of service actual-	
ly rendered. Leave may not be taken in lieu of holiday compensation.	
2. Payment of night differential will be made for each full hour	
of service rendered between the hours of 6:00 pm and 6:00 am (Standard	
Time), and no payment will be made for a fractional portion of an hour.	
3. The intent of this instruction is to establish uniformity in	
the authorization of payment for work performed. It shall be the respon-	
sibility of officials within the branches and offices to assure that	
their employees work full hours of duty in order that compensation due	
may be granted.	
4. Sections 16, 17 and 18, Administrative Instruction	STATINTL
dated 22 April 1949, and the Night Differential Table attached thereto,	
are hereby amended to the extent of compliance with the foregoing.	
5. This instruction shall become effective the beginning of the	
irst pay period following date of issuance.	
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STANDARD FORM	NO, 64			Executive Regis	rt <del>zy</del>
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TO :	Executive		DATE: 1	4 June 1949	
FROM :,	Budget Officer				
SUBJECT:	Holiday, Overtime a	and Night Differ	cential Compensation		
	Administrative Inst	ruction druction	t of a suggested amend This proposed amendme of payments for holid basis.	nt provides	STATIN
	Branch, dated 3 Jun is considered desir and computing payme also directed to th	e 1949 sets for table to discon- ents in multiple to fact that the	from the Assistant Chi rth some of the reason tinue the practice of es of 15 minutes. Att confidential Funds B Fiscal Branch with re	s why it authorizing ention is ranch has	
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Office Memorandum	• UNITED STATES GOVERNMENT
TO · : Deputy Budget Officer	DATE: 3 June 1949
FROM : Assistant Chief, Fiscal Bra	unch
SUBJECT: Holiday, Overtime and Night	Differential Compensation
	STATINTL
differential compensation to multipl	pur discussion with as to the pro- g payments of holiday, overtime and night les of one hour. Informal contact has been Accounting Office to learn their policies with
overtime and night differential in ment and the General Accounting Offi multiples of one hour (GAO is making time; however, its policy when such advised the policy followed by Navy cation in the maintenance of records some extent, based upon the leave re in multiples of one hour for reasons it was stated that this policy avoid considered, would result in more time the payments than the actual value of employees.	authorizes and computes payments of holiday, multiples of fifteen minutes. The Navy Departice authorize and effect such payments in no night differential payments at this payments are made is as stated). We were and GAO was adopted to provide simplifies and computation of payments and is, to equiations which provide leave charges sof expeditious bookkeeping. In addition, is computations for odd periods which, if me and money being expended in processing of the services rendered by the individual
3. This office feels that and the General Accounting Office is There is attached a proposed amendment	the policy employed by the Navy Department s sound and should be adopted by this Agency.
	STATINTI
Att.	
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ro :	Executive	DATE: 14 July 1949
FROM :	Assistant General Counsel	
SUBJECT:	Administrative Instruction No	STATINT
		STATINT
	1. There is no legal objection t issuance of Administration Instruction N	to the present
	2. H.R. 3383, which passed the H 1949, provides for the payment of night on the time schedule adopted in the area Therefore, if H.R. 3383 passes the Senat necessary for us to pay the night differ Daylight Saving Time rather than Standar	differential a of payment. se, it will be cential on
	3. This office will inform you i lation is made into law.	f this legis- STATINT
	Walter L. Pfo	rzheimer
	(2. 15 1일) 경기 등에 되는 것으로 하는 것이 되었다. 그런 그 이 사람들이 되었다. 물로 보통하다 회사는 전문 환경을 하다 중요를 되지 않는 것이 되었다. 것 같아.	
	생물을 보는 이번 회사가 말통하는 말을 가는 분들이 되었다. 하는 사람 1980년 전략 하다 중요한 사람이 보는 이번을 가운 사람은 생활한 것을 받았다.	
	하는 사용하는 경험 등 경험을 하는 것이 하는 것이 없었다. 	[12] 이 [12] 전환 경향 그 경험 경하고 있는 경환 기계 (1) - 12] - 12] 12] - 13] - 14] 14] 14] 15] 15] 15] 15] - 15] - 15] 15] 15] 15] 15] 15] 15] 15] 15] 15]
	들어 있는 것이 되었다. 이 경우 그 사람이 그래를 받는 것이 있습니다. 참가 사용하는 것을 가장하나 있다는 말씀하는 것이 되었습니다.	
	는 사용 전에 되어 되어 있습니다. 현실 경험 등 경험 등 경험을 받는 것이다. 참 하는 사용 전쟁이 하는 사용 등 등 기가 되었다. 중 기가 되었다.	
	마음 기가 되어 들었다. 나이 말을 막는 사람이 되는 것을 모든 중에 들었다. 약 일반 사용하는 말로 마음이 하다는 것이 들었는 것을 되었다고 하는데 말로 있다.	
	그는 이 제가 가는 것도 없다. 이어 가장을 받아 이어가 하는 사람이 살아갔다면 하다는 것이 가지가 하지만 하게 못했다.	

ER-0-7494

STANDARD FORM NO. 64

# RESTRICTED

# Office Memorandum • United States Government

TO : The Executive

DATE: 14 November 1949

FROM

Assistant General Counsel

STATINTL

SUBJECT: Proposed Amendment to Administrative Instruction

1. This office concurs in the memorandum to the Executive, dated 9 November 1949, from the Budget Officer.

2. As this office has previously indicated, CIA may pay compensation to its employees in accordance with the schedules established by the Classification Act of 1949 up to and including the sum of \$11,000 per annum. However, due to faulty draftsmanship in the Act, it will not be possible to pay additional compensation, including overtime, where an employee's salary is in excess of \$10,330. Thus, additional compensation, including overtime, may be paid to all CIA employees provided that such total compensation shall not exceed payment at a rate in excess of \$10,330 per annum. CIA employees who receive \$10,330 per annum or above may not under the present provision receive additional compensation for overtime.

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3. It is obvious that the Classification Act of 1949 is not logical in this connection, and it is believed that several questions regarding this point will probably be forwarded by various agencies to the Comptroller General for opinion. Until such further opinion is forthcoming, we will have to abide by the limitations indicated in paragraph 2 above and in the Budget Officer's memorandum.

	January 17, 19	50	
EXLEN	This paper was popping up in suspense	2.00	Walter L. Pforzheimer
	every whipstitch. direct	ed =	
SOOM NO.	that it be filed somewhere. Hence wi		
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	attached proposal was never published	- Team	1/2 3/
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STATINTL		STATINTL
		9/22/49
	Does his draft pass? Rot 9-28	
STATINTL	CENTRAL INTELLIGENCE AGENCY Washington, D. C.  ADMINISTRATIVE INSTRUCTION	
- Comment of the Comm	ADMINISTRATIVE INSTRUCTION NOMBER	7
STATINTL	SUBJECT: Holiday, Overtime, and Night Differential Pay and Compensatory Leave/	
	RESCISSION: Administrative Instruction N dated 14 July 1949	
Cities Distant	1. Section 1, Paragraph b, of Administrative Instruction No	STATINTL
237 - company - 25 Carp	dated 22 April 1949, is amended to read as follows:	
	"Entries on Standard Form No. 1130, Time and Attendance	and the state of t
	Report, indicating the time of day an employee worked, shall be	elc)
	Standard, Daylight Saving, or other, depending upon the time	
	observed locally when the work_was performed."	
	2. Holiday and overtime work shall be authorized and approved for	
10 A C C C C C C C C C C C C C C C C C C	whole hours. Payment for holiday or overtime work will be computed for	
	each whole hour of work. Leave in lieu of overtime compensation will	
	be recorded for each whole hour of work. Leave may not be taken in lie	
	of holdiay compensation.	
	3. Night differential pay is authorized for each whole hour of wo	
/\	between 6:00 PM and 6:00 AM (Standard, Daylight Saving, or other, depen	
Law	upon the time observed locally where the work is performed). This shall be retreative to 2 September 1979.	
	Poble Caw 200, 18/ st Congress.	
	-authorizing and paying for holiday, evertime, and night works  Paragraphs Parts of sections 16, 17, and 18 of Administrative Instruction	No
TATINTL	dated 22 April 1949, and the Night Differential Table attached the	reto
	in conflict with this revision are rescinded.	
	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
	DISTRIBUTION: A. Executive	
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B-93365

Service, periods of consultation service in the United States under proper orders need not be considered as constituting a break in the continuity of service abroad and may be counted as part of the two years! continuous service. However, having in mind the evident intent of the law to relieve the hardship of prolonged absences from the United States, it appears reasonable to conclude that periods of annual or sick leave spent in the United States under the stated circumstances—while they need not be held to constitute a break in the continuity of service abroad—should not be counted as service abroad. Compare 27 Comp. Gen. 720. Accordingly, questions 1, 2, and 3 properly may be answered in the negative, and question 5 in the aiffirmative, which answers render unnecessary any consideration of question 6.

With respect to question h, the amount of leave taken in the United States under conditions specified in questions 1, 2, and 3 would not appear to be material except, of course, that it should not exceed the maximum amount of sick or annual leave which may be granted under the applicable annual and sick leave regulations.

Sincerely yours,

(Signed) Frank L. Vates

Acting Comptroller General of the United States

60-6/5

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	CONFIDENTIAL CLENO. 71	
in the second se	CENTRAL INTELLIGENCE ADOUAGENCY Washington, D. C.	
25X1A	ADMINISTRATIVE INSTRUCTION  MANAGEMENT  NUMBER  ADMINISTRATIVE INSTRUCTION  15 dex(3-4/16/4/1/2)  21 March 1947  PDR 2	
	SUBJECT: Time, Leave and Pay Regulations - Unvouchered Funds	
25X1A	EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED	
25X1A	ME AND ATTENDANCE REPORTS	
25X1	a. It is required that Time and Attendance Reports for each regular civilian employee paid from unvouchered funds be maintained by each Branch, Division or Section, on Standard Form No. 1130, in duplicate, while such employees are located in the Continental U.S.A. There must be entered upon Standard Form 1130 the number of hours in pay status, the annual leave, sick leave, or leave without pay chargeable for each 28 day pay period. The original copy of these reports must be forwarded to the nonday rollowing the close of each 28 day pay period. The duplicate copy will be retained by the originating office.	25X1
	h. Form 71, Application for Leave, must be secured and transmitted with the Time and Attendance Reports for all annual leave in excess of 12 days or when the leave extends from one reporting period to the next. When sick leave covers a period in excess of three days, a certificate of a physician or practitioner will be furnished. When sick leave covers a visit to a physician, dentist, oculist, etc., the time of the visit and the name and address of the doctor should be furnished as an attachment to Form 1130.	
25X1	not later than 4:30 on the day following the departure of the individual from Washington, with a notation thereon that the employee has departed. Time and Attendance records for employees outside the continental limits of the U.S.A. will be	5X1
	governed by the procedure set forth in " 2  Accounting Procedures" dated October 1946.	25X1
25X1A	d. The Leave Clerk in the  will post to the Time and Attendance Reports, the annual and sick leave accumulated by each employee in accordance with "Regulations Relating to Annual and Sick Leave of Government Employees (as amended June 26, 1946, effective July 1, 1946 - 11 F. R. 7257)".	5X1
	RENUMBERED PÊR CIA GENERAL ORDER (419) CONFIDENTIAL	
	EFFECTIVE 30 JUNE 1947, CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED	

#### CONFIDEN TIAL

- 2 -

#### OVERTIME

a. All work in excess of 40 hours performed during one week will be considered evertime, if authorized in advance by a responsible official of the branch in which performed. Overtime for employees in grades up to and including the base pay of P-2 or CAF-7 may be compensated at time and one-half, provided such evertime is approved in advance by the Chief of the For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106 - 79th Congress.

b. Requests for the approval of overtime in grades P-2 and CAF-7 and bolow will be submitted to the Chief, 25X1 in detail and in triplicate on Form 32-3, bearing the signature of the Chief or the Administrative Officer of the Branch, Division or Section initiating the request. Upon receipt of Form 32-3, the Chief of the 25X1 if appropriates enter his approval on all three copies and return the duplicate and triplicate copies to the initiating officer the original copy being forwarded to the **2**5X1 No requests should be submitted to the Chief of for approval for overtime to be performed by employees in grades above the base pay of P-2 or CAF-7. c. Approved overtime worked by employees in grades P-2 or CAF-7 and below will be recorded on Standard Form 1130, Time and Attendance Report, covering the pay period in which performed and a duplicate conv of the Form 32-3 bearing approval of the Chief, will be attached thereto upon transmission 25X1 The triplicate copy of Form 32-3 may be retained by the initiating officer. d. Compensation for approved evertime worked will be made to the employees in grades P-2, CAF-7 and below at the end of the 28 day pay period immediately following the 28 day pay period in which the work was performed.

#### e. HOLIDAY PAY

Employees assigned to duty on holidays designated by
Executive Order per Section 11, Public Law 390 will receive compensation at double time rates for such duty. However, prior
approval must be secured from the Chief of the
on Form 32-3 in accordance with the procedure outlined
under 2(b) above.

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4. DISTRIBUTION OF SALARY CHECKS	
a. Salary checks will be picked up by a designated clark of the Branch, Division, Section, or Unit on the Monday following the close of each 28 day pay period between 11 a.m. and 4:30 p.m. The designated clerk will sign for all checks given to him for distribution. He may retain any undelivered checks for a maximum period of 5 days if it is known by him that he will be able to deliver said checks within that period. Any checks that cannot be delivered shall be returned to the	<b>25</b> X1
with a memorandum of explanation.	23/
b. It is understood that by virtue of necessity, certain special cases may require individual handling with regard to the delivery of individual pay checks. In such instances the details of the delivery may be worked out by the individual employee and the with the knowledge and concurrence of the Branch, Division, Section or Unit in which the employee is working.	
c. The designated clerk charged with the responsibility of dolivery of checks must exercise extreme care in the handling thereof in order that they may not become lost and that security may not be violated.	
5. TERMINAL PAY	
a. Employees who are terminated will be paid in accordance with the "Lump Sum Payment Act".	
b. No employee paid from who is terminating his service with this organization snall be given final clearance and/or	25X1
final salary payment until there is on file with the a final clearance form indicating that he has no liability to the organization for any property or operational monies assigned to him during his employment.	<b>25</b> X1
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
Executive for Personnel	

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and Administration

DISTRIBUTION: A

ATTACHMENTS: None

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	RESTRICTED 8 April 1948	
	MELLORANDUM FOR General Counsel	
	Thru: CAS CID CIA ADMINISTRATIVE INSTRUCTION	
STATINTL	MELONEN HOLDEN NEW YORK NEW Y	
STATINTL	Subject: Overtime Payments - Revision of Administrative Instructions "	
STATINTL	l. Section II, Paragraph A, of Administrative Instructions states that;	
(1. A.	"All work in excess of 40 hours performed during one week will be considered overtime, if authorized in advance by a responsible official of the Branch in which performed. Overtime up to and including the base pay of P-2 or CAF-7 may be compensated at time and one-half provided such over- time is approved in advance by the Chief of  For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106-79th Congress."	X
	2. The second sentence stating that overtime pay of time and one-half may be paid to employees in grades up to and including the base pay of a CAF-7 or F-2 appears not to be in accordance with Government pay regulations. It is our opinion that the time and one-half rate of pay for overtime is only authorized for employees whose base salary is not in excess of \$2,980.00 per annum. Employees whose base salary is in excess of this amount are compensated at a lesser rate as authorized in GAO Salary Table No.26.	
STATINTL	3. If the above is correct, it is suggested that Paragraph A, Section II, of Administrative Instructions e revised to the extent that the second sentence will read:	
STATINTL	*Employees whose salaries are up to and including the base pay of a CAF-7 or P-2 may be compensated for overtime in accordance with U.S. Government overtime pay rates, provided that such overtime is approved in advance by the Chief of	
and Allendary an	1948 AFR 13 Atl 10 47	
state CARTICLE CARTICLE AND	RESTRICTEÓ	

25X1A	ENTRAL INTELLIGENCE AGENCY
	Washington, D. C. CONFIDENTIAL
05747	ADMINISTRATIVE INSTRUCTION 24 June 1948
25X1A	NUMBER \
	SUBJECT: Time, Leave and Pay
25X1A	Recisions: a. Administrative Instruction, dated 17 December 1946, subject: Maternity Leave.
25X1A	Administrative Instruction dated 24 April 1947, subject: Leave Without Pay.
25X1A	c. Administrative Instruction dated 15 July 1947 and 19 May 1947, subject: CIA Policy on Active Duty Training of Military and Naval Reserve Officers Employed by CIA; Military Leave Without Pay for Annual Training Duty.
25X1A 25X1A	d. Administrative Instruction dated 13 November 1946, subject: Time, Leave and Pay Regulations.
25 <b>/</b> TA	e. Administrative Instruction dated 21 March 1947, subject: Time, Leave and Pay Regulations - Unvouchered Funds.
	a. Permanent employees are those appointed without limitation as to length of service, or for defanite periods in excess of one year, or for the duration of the job, and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for leave purposes only.  b. Temporary employees are those appointed for definite periods of time not to exceed one year.
	a. Permanent employees are entitled to 26 working days annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is 15 minutes and additional credits are in multiples of 15 minutes. Permanent employees who enter on or separate from duty on other than the first on last work day of the bi-weekly pay period accrue one-tenth of one day's leave for each complete day of service rendered during that reporting period.
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- b. Temporary employees earn two and one-h. I days hal leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.
- c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.
- d. An employee, however, who had on July 24, 1947, over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after July 24, 1947.
- e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.
- f. Annual leave must be taken at such time as will not interfere with the work of the organization, and must be approved by the appropriate supervisor before the leave is taken.

#### 3. Advanced Annual Leave

- a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.
- b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Chief, Personnel Branch, A&M, for final approval. The Assistant Director for Special Operations may approve advanced annual leave for his unvouchered employees.
  - c. Temporary employees will not be advanced annual leave.

### 4. Sick Leave

- a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.
- b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.
- c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.
- d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.

(1) Sick leave will be granted to employees:

- (a) When they are incapacitated for the performance of their duties by sickness, pregnancy and confinement, and injury.
- (b) For medical, dental or optical examination or treatment, when leave is approved in advance by the supervisor.
- (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
- (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
- (e) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three working days.

#### 5. Advanced Sick Leave

- a. Permanent employees, in case of serious disability or ailments lasting five days or more, may be granted not to exceed 30 days advanced sick leave. Such advances are charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.
- b. When an employee applies for more sick leave than he has accumulated or than may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.
- c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the period of indebted leave.
- d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

#### 6. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness and the deductions against annual leave for this period will be restored. Application for such substitution must be made within

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two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

### 7. Maternity Leave

- a. Written applications for maternity leave, accompanied by a doctor secretificate, may be approved by the Chief, Personnel Branch, A&M, and the Assistant Director for Special Operations may approve such applications for his unvouchered employees.
  - b. Normally maternity leave will not exceed six months including
    - (1) Accumulated sick leave
    - (2) Accumulated annual leave
    - (3) "Leave without pay status" for any balance of the six months.
- c. The Chief, Personnel Branch, A&M, may approve up to an additional six months' period of maternity leave as "leave without pay" upon receipt of written advice from the attending physician certifying to the necessity for the additional leave. The Assistant Director for Special Operations may approve such additional leave for his unvouchered employees.
- d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

#### 8. Leave Without Pay

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- a. (1) Leave without pay not exceeding 15 working days may be granted at the discretion of Staff Chiefs, Assistant Directors, or Chiefs of Missions overseas, to employees under their jurisdiction. (2) Leave without pay in excess of 15 workdays must in addition be approved by the Chief, Personnel Branch, A&M. The Assistant Director for Special Operations may approve such leave without pay for his unvouchered employees.
- b. Leave without pay will not be authorized initially for any period in excess of 12 months.
- c. Form No. 37-3 will be initiated by offices when LMOP for 60 or more calendar days is recommended for approval. A personnel action will be issued when such leave or an extension or renewal thereof is approved.
- d. Employees who are granted an extended period of LMOP will, prior to the beginning of such leave, execute Form No. 34-30, "Final Payment Clearance Sheet".

#### 9. Military Leave

a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, may be granted with psy without charge to annual

25X1 25X1 leave to members of any military NFDEN branzization established by law of the United States. Saturdays and Sundays will be included in the 15 celendar days leave period only when such leave includes the preceding Friday and the following Monday.

- b. Members of the National Guard of the District of Columbia may be granted Military leave with pay without charge to annual leave on all days of service which they are ordered by competent authority to perform and on all days during which they are engaged in field or coast defense training.
- c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

#### 10. Court Leave

- a. A permanent employee subpoenaed to testify as a witness on behalf of the United States or the Government of the District of Columbia, or called for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees is required. Applications for court or jury leave will be processed in the same manner as applications for advanced annual leave.
- b. Annual leave or IWOP will be granted when an employee is subpoenned in private litigation or by some party other than the Federal or District of Columbia Government.
- c. Employees may be regarded as in active duty status for court service and no leave charged if the value of the employee's testimony arises from his official capacity and he is subpoensed solely because of and to testify in that capacity.
- d. Temporary, substitute or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.
- e. Employees who serve as witnesses or jurors and are granted court, jury duty or official leave will surrender to the Budget and Finance Branch, A&M, fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.
- f. An employee who appears in any court as a witness, plaintiff, defendant or juror must report to the Executive for Inspection and Security for briefing on security regulations prior to date of his appearance in court.

#### 11. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence that duty for any cause, without prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

#### 12. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration none of which extends for a full month.
- c. For service on a "per hour" basis where employment is not on a regular and continuous basis.

#### 13. Leave Balances

Leave balances should be requested from the Budget and Finance Branch, or Special Funds Division, OSO, only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time & Attendance Clerks.

#### 14. Overtime

- a. Within the continental limits of the United States:
  - (1) Overtime for departmental employees must be approved prior to overtime work in each case. Requests will be submitted on Form No. 32-3, Request for Approval of Overtime, as indicated below:
    - (a) To Budget and Finance Branch, A&M, for all employees except those of OSO who are paid from unvouchered funds. Such requests may be approved by the Chief, Budget Division and the Chief and Assistant Chief, Budget and Finance Branch.
    - (b) To Special Funds Division, Administration and Services, OSO, for employees of OSO who are paid from unvouchered funds. Such requests may be approved by the Chief and Assistant Chief, Special Funds Division, OSO.

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b. After approval as in QNFLDE, NTLAL me for employees in the continental United States may be ordered by the appropriate Staff Chiefs, Assistant Directors, Chiefs of Branches

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- c. Outside the continental limits of the United States, overtime may be ordered and approved by Chiefs of Missions or their Deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless local custom requires.
- d. All work in excess of 40 hours performed during one administrative work week will be considered overtime if authorized and approved in advance
- e. Approved overtime worked will be paid at authorized rates or compensatory time off may be allowed.

#### 15. Holidays

Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as for overtime work and pay as shown in 14 above. An employee can only be excused or paid holiday rates for that portion of his tour of duty which actually falls within the 24-hour holiday period, and not to exceed 8 hours.

#### 16. Night Differential

in accordance with the above provisions.

- a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM, when such hours fall within the employee's regularly scheduled tour of duty. Aight differential cannot be claimed for time used in obtaining meals.
- b. When computing night differential reference should be made to the attached Table which shows the maximum hours of night differential that can be claimed for various tours of duty.

#### 17. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

# 18. Time and Attendance Reports

- a. Time and Attendance Reports will be submitted to the Budget and Finance Branch, A&M, or the Special Funds Division, OSO, as appropriate in accordance with instructions from such offices.
- b. Two copies or extracts of military or navel orders will be given to the appropriate Time and attendance Given to be submitted with the first

report (Form No. 1130) showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Form No. 1130 reporting the leave.

- c. Time and Attendance clerks will include under "remarks" on Form No. 1130 inclusive hours of overtime worked by employees. For overtime in the continental United States, a copy of Form No. 32-3 approved by the appropriate supervisor and the Special Funds Division, OSO, or Budget and Finance Branch, A&M, will be attached to the applicable Form No. 1130 when transmitted to the appropriate paying office.
- d. When night differential is claimed, Form No. 1130 must indicate the employees regular tour of duty.
- e. Correspondence pertaining to unauthorized absence must be furnished the appropriate paying office to substantiate Form No. 1130 on which AWOL is reported.
- f. When annual leave is converted to sick leave as shown in paragraph 6 above, a notation to that effect must be made on Form No. 1130 and a medical certificate or other evidence administratively acceptable must support Form No. 1130.
- g. Assistant Directors and Staff Chiefs will submit in duplicate to the appropriate paying office a list of persons authorized to certify the correctness of time and attendance reports, and will keep such lists current at all times.

#### 19. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the appropriate paying office in Washington and approval obtained before payment is made. Such report must furnish recommendations and a copy of the applicable law or regulation.

R. H. HILIENKOETTER
Rear Admiral, U.S.N..
Director of Central Intelligence

1 Attachment (Night Differential Table)

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# CONFIDENTIAL NIGHT DIFFERENTIAL

TOUR OF DUTY	LUNCH PERIOD	HRS. OF NIGHT DIF- FERENTIAL	TOUR OF DUTY	LUNCH PERIOD	HRS. OF NIGHT DIF- FERENTIAL
1000 - 1830 1030 - 1900 1100 - 1930 1130 - 2000 1200 - 2030 1230 - 2100 1300 - 2130 1330 - 2200 1400 - 2230 1430 - 2300 1500 - 2330 1530 - 2400 1600 - 0030 1630 - 0100 1700 - 0130 1730 - 0200 1800 - 0230 1830 - 0300 1900 - 0330 1930 - 0400	1400 - 1430 1430 - 1500 1500 - 1530 1530 - 1600 1600 - 1630 1630 - 1700 1700 - 1730 1730 - 1800 1800 - 1830 1830 - 1900 1900 - 1930 1930 - 2000 2000 - 2030 2030 - 2130 2130 - 2200 2200 - 2230 2230 - 2300 2300 - 2330 2330 - 2300 2330 - 2330 2330 - 2400	11223344 <u>12</u> 121223344 <u>12</u> 55667788888	2000 - 0430 2030 - 0500 2100 - 0530 2130 - 0600 2200 - 0630 2230 - 0700 2300 - 0730 2330 - 0800 2400 - 0830 0030 - 0900 0100 - 0930 0130 - 1000 0200 - 1030 0230 - 1100 0300 - 1130 0330 - 1200 0400 - 1230 0430 - 1300 0500 - 1330 0500 - 1400	2400 - 0030 0030 - 0100 0100 - 0130 0130 - 0200 0200 - 0230 0230 - 0300 0300 - 0330 0330 - 0400 0400 - 0430 0430 - 0500 0500 - 0530 0530 - 0600 0600 - 0630 0630 - 0700 0700 - 0730 0730 - 0800 0830 - 0900 0830 - 0900 0900 - 0930 1930 - 1000	888776655444332211章

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Executive

THRU: General Counsel

9 November 1949

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Budget Officer

Proposed Amendment to Administrative Instruction

- l. The attached proposed amendment to paragraph 16f of Administrative Instruction is returned without the concurrence of this office for the reason that current advice has been received from officials of the General Accounting Office indicating that it is their opinion that the Classification Act of 1949 did not remove the previous limitation of \$10,330 per annum with respect to additional compensation (including overtime) which an employee could receive. Consequently, the existing provision limiting the rate of compensation which can be received should remain in effect.
- 2. Representatives of the Accounts Systems Division and the Legal Staff of the General Accounting Office nave informally advised that the provision of Section 603(b) of the Pay Act of 1945, as amended by the Pay Act of 1948, with respect to the limitation of \$10,330 per annum was not repealed by the Classification Act of 1949 and that the latter Pay Act in effect only repealed that portion of Section 603(b) of the Pay Act of 1945, as amended, with respect to base compensation in the upper grades which provides for base pay rates at \$10,330 or more per annum. Reference was made by the GAO representatives to the Legislative History of the original House and Senate Bills pertaining to the 1949 Classification at rates which provided for limitations on additional compensation at rates below the top of the upper grades and although the bill was finally passed without any specific indication of a limitation, the \$10,330 limit must still apply.
- 3. Until or unless the General Accounting Office formally expresses an opinion which indicates that the \$11,000 or other higher ceiling may apply, the pertinent limitation set forth in Administrative Instruction should be adhered to with respect to overtime or night differential work including overtime performed for compensatory leave purposes.

E. R. SAUNDERS

Attachment

KEW/vlb

cc: Acting Chief, Fiscal Division
Acting Chief, Finance Division
General Counsel

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STATINTL	CENTRAL INTELLIGENCE AGENCY  Washington, D. C.  See attachment, dated  /2, may 1949  ADMINISTRATIVE INSTRUCTION  NO.
STATINTL	SUBJECT: Time, Leave and Pay.
20,505	RESCISSIONS: a. Administrative Instruction dated 24 June 1948, subject: Time, Leave and Pay.
STATINTL	b. Administrative Instruction dated 4 August 1948, subject: Absence for Registration and Voting.
STATINTL	c. Administrative Instruction dated 17 November 1948, subject: Legal Holidays.
STATINTL	d. Administrative Instruction dated 28 January 1949, subject: Time, Leave and Pay (Official Working Hours).
STATINTL	e. Administrative Instruction dated 15 February 1949, subject: Annual Leave (Time, Leave and Pay).
STATINTL	[[[[[[ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [ [
STATINTL	1. Official Working hours  a. Inchrormal official working hours for all activities of the Agency are from 0830 to 1700, Monday through Friday. For any tour of duty in excess of sour (4) hours, normal or otherwise, a thirty minute lunch period will be  b. The hours of duty shown on Standard Form No. 1130, Time and Attendance Report, must be shown in terms of Standard rather than Daylight Saving Time for employees whose tours of duty are other than the normal official working hours, 0830 - 1700.
	2. <u>Definitions</u> (For Leave Purposes Only)
	a. Permanent employees are those appointed without limitation as to length of service, or for definite periods in excess of one year, or for the duration of the job (covering an indefinite period) and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for leave purposes only.
RECORD STATE OF STATE	b. <u>Temporary employees</u> are those appointed for definite periods of time not to exceed one year.

#### 3. Annual Leave

a. Permanent employees are entitled to 26 work days of annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is one hour and additional credits are in multiples thereof. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue leave in accordance with the following schedule:

BASIC WORK DA	<u>YS</u>	HOURS	CREDIT
7			7
2			2
4			3
5			4

b. Temporary employees earn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.

- c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.
- d. An employee, however, who had on 24 July 1947 over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after 1947.
- e. The minimum charge for annual leave is one hour, and additional e will be charged in multiples of one hour.
- f. Every supervisor responsible for approving leave will assure that amployees are afforded an opportunity to avail themselves of earned annual leave.
- g. Annual loave programs will be planned in advance and scheduled (so as not to impair the officiency of operations. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that annual leave which is in excess of the maximum that can be carried forward into the succeeding year.

#### 4. Advanced Annual Loavo

a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.

- b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Officer, or his designee, for approval.
  - c. Temporary employees will not be advanced annual leave.

#### 5. Sick Leave

- a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.
- b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.
- c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temperary employees only after it has been earned.
- d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.
  - (1) Sick leave will be granted to employees:
  - (a) When they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement.
  - (b) For medical, dental, optical examination or treatment, when leave is approved in advance by the supervisor.
  - (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
  - (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
  - (c) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three work days.

#### 6. Advanced Sick Leave

a. Permanent employees, in case of scrious disability or ailment lasting five days or more, may be advanced sick leave not to exceed 30 days. Such an advance is charged against sick leave which will be carned in the future. No advance sick leave will be granted to temporary employees.



- b. When an employee applies for more sick leave than he has accumulated or may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.
- c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the unliquidated pertion of the advanced leave.
- d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

#### 7. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness, in which event the deductions against annual leave for this period will be converted. Application for such substitution must be made within two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

#### 8. Maternity Leave

- a. Written applications for maternity leave, accompanied by a doctor's cortificate, may be approved by the Personnel Officer, or his designee.
  - b. Normally maternity leave will not exceed six months including:
    - (1) Accumulated sick leave.
    - (2) Accumulated annual leave.
    - (3) Leave without pay.
- c. The Personnel Officer, or his designee, may approve additional maternity leave upon receipt of written advice from the attending physician certifying to the necessity for the leave.
- d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

#### 9. Leave Without Pay

a. (1) Loave	without pay not exceeding 15 wo	ork days may be granted
to employees at	the discretion of Staff Chiefs,	Assistant Directors,
	or Chiefs of Missions	overseas. Si
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- (2) Leave without pay in excess of 15 workdays must have the additional approval of the Personnel Officer, or his designee.
- b. Leave without pay will not be authorized initially for any period in excess of 12 months.
- c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. Standard Form No. 50, Notification of Personnel Action, will be issued when such leave or an extension or renewal thereof is approved.
- d. Employees who are granted an extended period of IMOP (60 days or more) will, prior to the beginning of such leave, execute Form No. 34-30.

### 10. Military Leave

- a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.
- b. Members of the National Guard of the District of Columbia will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.
- c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

# 11. Court Leave - ATHENDED - THE A.I. SHOWH?

- a. A permanent employee who attends court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty, and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are required. Applications for court leave will be processed in the same manner as applications for advanced annual leave.
- b. Annual leave or LWOP will be granted when an employee is absent from duty because of private litigation.
- c. An employee may be granted court leave if the value of his testimony arises from his official capacity.
- d. Temporary, part-time or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.
- e. Employees who serve as witnesses or jurors and are granted court or official leave will surrender to the Budget Officer fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.

f. An employee who appears in any court in any capacity must report to the Chiof, Inspection and Security, for briefing on security regulations prior to date of his appearance in court.

#### Absence for Registration and Voting

a. Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.

b. In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

#### 13. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. Absence from duty for any cause, without prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

#### 14. Employees not Eligible for Leave

AMENDED BY AJ.

27 Oct. 49

Employees do not carn leave if appointed:

a. For service limited to portions of each workday, week or month.

b. For service under repeated appointments or employments for periods of short duration, none of which extends for a full month.

c. For service on a per hour or per diem basis where employment is not on a regular and continuous basis.

### 15. Leave Balances

Leave balances should be requested from the Budget Officer only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason, and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time and Attendance Clerks. Leave balances will be furnished to employees once a year.

16. Overtime and Compensatory Leave



- a. Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section.
- b. Overtime shall be kept to an absolute minimum throughout the Agency with emphasis being placed upon the full utilization of the normal official working hours of each employee.
- c. Overtime work will not be requested or authorized except in these cases essential to meet emergency requirements not possible to meet by full utilization of employee's normal working hours. Assistant Directors and Staff Chiofs are charged with the personal responsibility for control and continued examination of evertime requirements to insure the effective application of this policy.
  - d. Within the continental limits of the United States:
  - (1) Approval of the Executive, his deputy, the Budget Officer, or his deputy, must be obtained prior to ordering compensatory time or overtime. A request will be submitted on Form No. 32-3, Request for Approval of Overtime, in accordance with instructions issued by the Budget Officer. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.
  - (2) Form No. 32-3, approved by the Budget Officer or his deputy, will be transmitted to the paying office no later than the close of the pay poriod in which work is porformed.
- c. Outside the continental limits of the United States, evertime must be approved by Chiefs of Missions or their deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the contimental limits of the United States who are paid in accordance with local provailing wago rates are not entitled to overtime pay unless required by local custom.
  - f. No officer or employee shall be paid, with respect to any pay period, compensation at a rate in excess of \$10.330.00 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee is not entitled to overtime componsation.
  - g. Administrative controls governing compensatory leave will be established by each Assistant Director and Staff Chief based on policies stated bolow:
    - (1) It must be taken within the two pay periods immediately following the period in which carned, or forfeiture will result.
    - (2) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave carned. Such entries must be initialed by the applicable employee.

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(3) An adequate check system will be established to insure that overtime was actually worked. An inspection will include checking guard registers and reviewing work accomplished during periods when compensatory time or overtime is claimed.

h. Compensatory leave to the credit of employees at the date of issuance of this Instruction will be used within 90 calendar days from this date or be forfeited. Such leave will not be reported as required above, but will be handled as heretofore.

#### 17. Holidays

a. Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24-hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

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b. (1) The following days are established by law as Legal Holidays:

1 January

- New Year's Day

22 February

- Washington's Birthday

30 May

- Memorial Day

4 July

- Independence Day

First Monday of September

- Labor Day

11 November

- Armistice Day

Fourth Thursday of November

- Thanksgiving Day

25 December

- Christmas

- (2) Whenever any of the above holidays falls on Sunday:
- (a) The following Monday will be officially observed as the holiday by employees whose regular work week is Monday through Friday.
- (b) Sunday will be officially observed as the holiday by employees whose regular work week includes Sunday.
- (3) When a Legal Holiday falls on other than Sunday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below.
- (4) Holiday provisions other than those specified by law are announced by Presidential Proclamation, and employees will be officially notified.

18. Night Differential

a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM Standard Time when such hours fall within the employee's regularly scheduled tour of duty. Night differential cannot be claimed for time used in obtaining meals. When computing night differential reference should be made to the attached table which shows the maximum hours of night differential that can be claimed for various tours of duty.

b. Payment of night differential may be authorized for night work performed when an employee is temporarily assigned to a regularly scheduled tour of duty other than his own. Proper notations, in support of such payments, must appear on the Time and Attendance Report.

#### 19. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employed is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

#### 20. Time and Attendance Reports (Standard Form No. 1130)

- a. Time and Attendance Reports will be submitted in accordance with instructions issued by the Budget Officer.
- b. Two copies or extracts of the Armed Services orders will be given to the appropriate Time and Attendance Clork to be submitted with the first Report showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Report submitted.
- c. Time and Attendance Clerks will include under "Remarks" on Form No. 1130 inclusive hours of overtime and/or compensatory time worked by each employee.
- d. When night differential is claimed, Form No. 1130 must indicate the employee's tour of duty.
- e. Correspondence pertaining to unauthorized absence must be furnished the Budget Officer in support of Form No. 1130 on which AWOL is reported.

#### 21. Designations

- a. Assistant Directors and Staff Chiefs will submit in duplicate to the Budget Officer separate lists of persons authorized to:
  - (1) Receive and distribute salary checks.
  - (2) Cortify the correctness of, and submit Time and Attendance Reports.
    - (3) Request approval of compensatory time or overtime to be worked.

b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

#### 22. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the Budget Officer, and approval obtained before action is taken. Such report must furnish recommendations and a copy of the applicable law or regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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#### 2 ATTACHMENTS:

- 1. Night Differential Table
- 2. Form Letter of Designations

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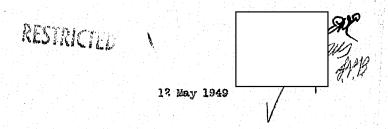
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MEMORANDUM			D	DA TE
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FROM				
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#### MEMORANDUM FOR THE RECORD

SUBJECT: Submission of Time and Attendance Report Based on Standard Time When Irregular Towns of Duty are Involved

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- 1. Since some questions have been raised subsequent to the issuance of Administrative Instruction dated 22 April 1949, it appears desirable that there be outlined for informational and record purposes the basic reasons why it was considered necessary to require all reporting on Forms 1130 covering irregular tours of duty on a Standard Time basis. The primary reasons for such a conclusion and the issuance of appropriate instructions are as follows:
  - a. The Comptroller General of the U. S. in a decision rendered on 3 January 1949 (B-75819) ruled that it would be a requirement for all computations involving night differential to be based on Standard Time even though "Daylight" Time was being used in the area concerned. The Comptroller General further indicated that it was desirable to use "Standard Time" in reporting on Form 1130 since such means of reporting would "lessen confusion". This viewpoint has been taken by the General Accounting Office site auditors who are performing current examinations of CIA vouchered fund accounts.
  - b. Various time zones and different situations are involved in the preparation and processing of payrolls. In some cases varied conditions are reflected on one payroll such as the which includes employees located in and the metropolitan area of the District of Columbia. The complexities with which a payroll auditor is confronted in a case of this kind are considerably aggravated if the reporting on Form 1130 is done on other than a Stendard Time basis.
  - c. Travel and transportation is, as a general rule, in accordance with ruling made by the Comptroller General of the U. S. based on Standard Time and computations including a determination as to the Leave status of an individual while at a temporary post of duty must be compared with the information shown on the Time

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and Attendance reports and consequently individual analyses and determinations would have to be made in each case by the Payroll and/or Travel Auditor.

- d. The requirement that reporting be made on a Standard Time basis for all irregular tours of duty as set forth in Administrative Instruction means that all Forms 1150 covering employees who have regular tours of duty will actually be considered during the "Daylight" season on the basis of 7:30 A.M. to 4:00 P.M. for all purposes of payroll computations, Leave, Travel, etc. This means that from the standpoint of the Time and Attendance Clerks who are reporting for the various offices and locations as well as the Payroll and Travel Auditors in the Budget Office, only a relatively few individuals who are performing irregular tours will have to be taken into consideration when Forms 1130's are prepared since for the regular tour of duty no showing of actual time that work is commenced or ended is required.
- e. The preparation and audit of payrolls on a Daylight Time basis would be most difficult and time consuming since the complexities of the separate requirements occasioned by various tours, locations, activities and accounts would be considerably greater. As an example of the complexities which would be involved in the use of Daylight Time is the fact that all computations and reporting would actually have to be considered on the basis of 7:00 P.M. to 7:00 A.M. for the purpose of computing night differential since such differential is required to be figured on a Standard Time basis and involves the 12 hours from 6:00 P.M. to 6:00 A.M.
- 2. In analyzing this entire problem it should be borne in mind that the original basis for paying a night differential was based on conclusions that additional pay should be made to those employees who were required to work during periods of darkness and non-business hours as distinguished from daylight and regular hours. The reporting on a Standard Time basis thus affords consistency throughout, not only from a standpoint of machanics involved, but also from the viewpoint of the basic reasons why night differential is paid in accordance with "Meridian" Time during the hours of 6:00 P.M. to 6:00 A.M.
- 3. There are many other individual and detailed items which could be enumerated in addition to those published above which would reflect

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the need for the Standard Time reporting requirement as set forth in Administrative Instruction \_\_\_\_\_\_ However, it appears fairly obvious, on the basis of the information new at hand, that a general requirement should be adhered to for uniformity and consistency purposes and that the use of the Standard Time basis will assist greatly in effecting simplification and eliminating confusion as compared with the mechanics of reporting on a Daylight Saving Time basis.

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Deputy Budget Officer

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cc:

1949 MAY 17 12 23

RECEIVED SPEANCH

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MEMORANDUM TO: ALL ADMINISTRATIVE OFF

Preparation of Forms 1 and Related Data

: Administrative Instruction

SUBJECT

REFERENCE

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- 1. It seems appropriate to request that personnel for whom you maintain Time and Attendance Reports be advised to refer their questions to you first for answer. This will eliminate, to a large extent, some of the many routine calls to the Pay Roll Division, Fiscal Branch. If possible, it is desired that you answer the employee's question, based on the general information that has been furnished you; however, if you are not certain of the correct answer, and desire to contact the Pay Roll Division for clarification, this memorandum is in no way to be interpreted as an objection to your calling that Division for assistance in obtaining the appropriate answer for the employee.
- 2. Leave transcripts from other agencies do not always reach this office as rapidly as they should. Until such time as a transcript is received in the Pay Roll Division, the leave records reflect only the amount of leave to the employee's credit since his date of entrance on duty with this organization. In order not to inconvanience the employee, and because of insufficient time to trace the leave transcript, up to ten actual working days of sick and/or annual leave will be honored for those employees in whose cases it has been established that leave is to be transferred from another agency. In such cases, a statement, in writing, must be submitted by the employee attesting that he has a sufficient amount of leave available and the name of the Government agency, with address, from which the leave will be transferred. Such statements must be approved by branch or office chiefs, or their designated representatives, and attached to the Form 1130, Time and Attendance Report, on which the leave is reported.
- 3. Your attention is invited to the necessity of cooperating in meeting the deadline for the receipt of the Forms 1130, Time and Attendance Report. It is mandatory that all reports be prepared with the utmost precaution and delivered by hand to Room 207, Central Building, to insure their arrival in the Pay Roll Division for audit not later than 4:00 P.M. on the Monday following the close of the reporting period. Upon receipt of a written request, special arrangements to extend the deadline date will be made for those offices located a considerable distance from Washington, D.C.

- 4. For employees departing for overseas assignments, Form 1130 shall be forwarded to the Pay Roll Division not later than 4:00 P.M. on the day following the departure of the individual, with a notation thereon showing date and time that the employee departed.
- 5. Regulations require that Forms 1130 be posted daily. Experience has revealed it is advisable to prepare the Forms 1130, for each employee, at the beginning of each pay period. The "Regular" column may be completed at the beginning of the pay period to reflect the full 80 hours in a pay status, unless there is a possibility the employee will be carried in a Leave Without Pay status during the period. The daily posting will be necessary only for those employees who take leave, perform night duty, or who work compensatory time, overtime, or on a holiday. In this way, the Time and Attendance Report will reflect at all times the status of the employee on any day during the pay period. Inspections will be made to determine that these records are maintained on a daily basis.
- 6. As the organization grows, it becomes more and more difficult to meet the pay roll deadline established by the Treasury Department, and requirements can be complied with only if the Time and Attendance Report for each individual is received by the Pay Roll Division within the time limit set forth in Paragraphs 3 and 4. A log is maintained in the Pay Roll Division, showing the hour and date Time and Attendance Reports are received from each reporting unit. Whenever such reports are not delivered within the specified time it may be necessary to stop salary payments to the employees for whom no reports have been received. The extreme importance of observing the time limitations of having Time and Attendance Reports in the Pay Roll Division by 4:00 P.M. on the Monday following the close of the fourteen-day reporting period must be stressed.
- 7. Salary checks will be distributed by the Pay Roll Division to the Payment Clerks of the branch or office in which employees are assigned. A pay roll list containing the names of employees, with spaces designated for signatures, will accompany each group of checks. The signed pay roll lists evidencing receipt of the checks by the employees must be returned to the Pay Roll Division by the close of business the second workday following delivery of the checks to the Payment Clerk. Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned at the same time.
- 8. It is understood that, by virtue of necessity, certain cases may require special handling with regard to the delivery of an individual

- 3 -

pay check. In such instances, the details of the delivery may be worked out by the employee involved and the Pay Rell Division with the knowledge and concurrence of the branch or office in which the employee is working.

- 9. The Payment Clork must exercise extreme care in the handling of checks in order that they may not become lost and to insure that security is not violated.
- 10. In the event an employee will be absent from duty on pay day and is unable to pick up his check, he may, if he desires, have the check mailed to him. A memorandum must be submitted through appropriate channels to the Pay Roll Division requesting that the check be mailed, including mailing instructions to be followed. Should the employee desire to have his check forwarded via other than ordinary postal delivery (i.e., by air mail or special delivery), the required postage should be forwarded with the memorandum. Employees should discontinue sending stamped, self-addressed envelopes since checks are mailed in Treasury Department envelopes.
- 11. To aid in the execution of Time and Attendance Reports and to facilitate your work in connection with this function, there are attached instructions for the "Preparation of Standard Form 1130, Time and Attendance Report". For further information with respect to Agency policies and instructions concerning Time, Leave and Pay, refer to Administrative Instruction dated 22 April 1949.

E. R. SAUNDERS
Budget Officer

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PREPARATION OF STANDARD FORM 1130, TIME AND ATTENDANCE REPORT

In order to maintain uniformity throughout the Agency and to conform to existing rules and regulations, an audit will be made of the Time and Attendance Reports currently submitted. Therefore, to permit the Pay Roll Division, Fiscal Branch, to perform this function satisfactorily, all Forms 1130 must be uniformly and accurately completed.

Attached is a sample Form 1130, bearing numbers, in parentheses, to which the following applies:

- (1) Name of employee (typewritten or printed in ink last name first). Arrange in alphabetical order before forwarding to the Pay Roll Division.
- (2) Name of Branch or Office, showing Division, Section or other reporting Unit.
- (3) Agency.
- (4) Reporting period.
- (5) The column headed "Total Hours" will be left blank if the employee is performing a regular established tour of duty. If duty is performed on an irregular basis, or if an employee goes on leave, the "Total Hours" block is to be completed. Do not use the spaces provided after the captions "First Week Total", and "Second Week Total".

After the caption "Pay Period Total", insert the totals applicable to the period, i.e., total the column headed "Regular", "O/T", etc.

- 2 -

(6) Time worked - under the column headed "Regular" insert the number of hours of regular time in a pay status. Hours in a pay status must always be shown as 80 hours for a two week period if the employee is to receive a full two weeks pay. Therefore, when an employee is in an annual, sick, or compensatory leave status, the column headed "Regular" will show 8 hours for that day and the type of leave taken will be recorded in the pertinent "Compensatory" or "Sick" or "Annual" column. The column headed "Regular" will show less than 80 hours for a two week period when an employee is absent without leave or in a Leave Without Pay status, in which case appropriate information will be recorded in the applicable column. Under the column headed "N/D" insert the number of hours of night duty worked. Whonever an employee performs a regularly scheduled tour of duty which falls partially or fully between the hours of 6:00 P.M. and 6:00 A.M., Standard Time, an additional 10% of his base pay will be allowed for services rendered during said hours. The Time and Attendance Report must indicate the employee's tour of duty in terms of Standard Time whenever a night differential is claimed. Night differential cannot be claimed for time used in obtaining meals.

Under the column headed "O/T" insert the number of hours of

- 3 -

hours of such overtime. The employee performing overtime must initial in the proper space for all overtime work.

When an employee works on a holiday and is entitled to holiday pay, the column between "O/T" and "Compensatory" should be headed "Holiday" and the number of hours the employee actually worked shown.

Under the first column headed "Compensatory", insert the number of hours of compensatory leave earned. The "Remarks" column must reflect the inclusive hours of all compensatory work. The employee must initial all such time worked since his initials are the only means of determining that an election to take compensatory time off in lieu of overtime compensation has been made. An election may not be subsequently changed.

(7) Time absent - Under the columns headed "Compensatory",
"AWOL", "LWOP", "Sick" and "Annual", insert the number of hours
the employee is absent.

The column headed "AWOL" must show the number of hours an employee was on unauthorized leave and the "Remarks" column must reflect disciplinary action to be taken. In case of disciplinary action, copies of all correspondence pertaining to the case must be furnished the Pay Roll Division in support of the Form 1130.

- 4 -

Under the column headed "Other" insert the number of hours an employee is on court or military leave or leave for election purposes, making the proper notation at the top of the column. (8) Under the column headed "Initials"; the employee must place his initials opposite the day(s) involved, certifying to overtime or compensatory time worked and any absence during the pay period. An internal system should be installed in each reporting office to require individuals taking leave or performing overtime or compensatory duty to report promptly to the designated Time and Attendance Clerk for the purpose of initialing or signing Standard Form 1130. In case of absence due to illness, the "Certification for Sick Leave" must be signed by the employee as his name appears on the pay roll. When sick leave is in excess of three days, the certificate on the reverse of Standard Form 71, "Application for Leave" must be executed by a physician or practitioner. When a certificate is not obtained, an explanatory statement must be inserted under "Remarks" to show the reason for failure to secure a certificate. When Form 71 has been properly executed, it should be attached to the applicable Time and attendance Report for transmittal to the Pay Roll Division. Annual leave should be applied for in advance. Attention is directed to the importance of having employees

initial, or sign name in full, as required, for all leave taken. Initials or signatures are the only means by which it can be verified that an employee has taken leave, should he at some future time dispute leave charged against his leave account. In the absence of initials or signature, the Pay Roll Division will hold that the charge must stand as reported and information will be given as to the name of the Time and Attendance Clerk who reported the charge. If an employee is unable to sign or initial the Time and Attendance Report prior to forwarding it to the Pay Roll Division, the Time and Attendance Clerk should place a notation "Form 71 to follow" in the "Remarks" column of Form 1130 and secure a Form 71, properly completed by the individual involved, showing type of leave, with applicable hours and dates. The Form 71 should be approved by a responsible official of the branch or office and forwarded to the Pay Roll Division where it will be attached to the applicable Form 1130. Prior to the required date for forwarding Forms 1130 to the Pay Roll Division, the Time and Attendance Clerk should make a thorough review of each document.

(9) The officially designated Time and Attendance Clerk must certify to the correctness of the Time and Attendance Report,

showing his telephone extension above his signature. (10) In this column record the employee's tour of duty if other than 0830 to 1700. (11) Record in this column any explanations, unusual adjustments, or uncommon tours of duty.

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	FROM: Dudget Officer
	SUBJECT: Preparation and submission of "Request for Approval of Overtime" CIA Form 32-3 (Continental U.S. only)
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	1. GENERAL: Administrative Instruction covers the authority and basic information relating to the approval of overtime. This statement covers preparation and use of the forms required.
	2. <u>APPLICATION</u> : "Request for Approval of Overtime", Form 32-3, is the form prescribed to be used in transacting coverage for overtime work (whether to be liquidated by payment or compensatory time off) as required by all activities of this Agency.
	3. PREPARATION OF "REQUEST FOR APPROVAL OF OVERTIME" FORM 32-3: A copy of Form 32-3 is attached to this release for reference in view of the following preparation requirements:
	A. Identification Information
	(1) To: If overtime is to be worked by vouchered personnel, the overtime request will be directed to the Budget Branch.  If overtime is to be worked by unvouchered personnel, the overtime request will be forwarded to the Confidential Funds Branch.
	(2) <u>Date Requested</u> : The date the overtime form is prepared.
	(3) From: The office and name of allotment account for which overtime work is requested.
	(4) Room and Building: The office to which the requests, subsequent to approval action, will be returned.
	(5) <u>Allotment Symbol</u> : The account symbol of the allotment account to which overtime requested is to be charged and which will correspond with that against which regular personnel services are charged.
	B. "Authorization for Overtime Work as Indicated is Requested":
	(1) Date: Specifics the period for which overtime is requested.
STATINTL	a. Approval in Advance of Time Worked: Administrative Instruction   equires that overtime approval " must be obtained prior to ordering compensatory time or overtime". Since some time is required for exchange of  RESTRICTED

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paper, it is advisable to anticipate overtime required by referral of the requests four to five days in advance of need. Emergency overtime requirements which cannot be anticipated in sufficient time for formal approval may be cleared by telephone with the Budget Branch (extension In such cases and if approved, a citation covering such approval should be shown within the "Justification" box including date and name of the person from whom clearance was obtained.

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- b. Requests Prepared According to Payroll Poriods: "Time and Attendance Reports", S.F. 1130's, are received, computed and paid according to established payroll periods. Requests prepared for short periods not in excess of a payroll period should be confined to a specific payroll period. Thus if a payroll period ends on a given date, care should be taken so that the period for which overtime is requested does not "lap over" into the next payroll period. Some operations, because of unusual factors relating to the respective activity, may foresee the need for overtime work for extended periods. In such cases, Forms 32-3 are to be prepared anticipating requirements for two payroll periods and according to the intervals shown on the schedule of payroll periods which is attached to this statement.
- (2) "Number of Employees"; "Classification Title"; "Grade"; and "Estimated Number of Hours": These columns are for citation of the personnel to be covered in the request. For unusually large number of employees, this information can be summarized as follows:

2	Editor		P-5		33
10	Information Specialist		P-2 t	o P=5	160
5	Clerk-stenographer	4.7	CAF-2	to CAF-A	6/

Although the column entitled "Estimated No. of Hours" should reflect the closest approximation for each category of work, the request, if approved, will be controlled to the total hours for all categories rather than by the limitation for each separate listing. Overtime hours requested should be estimated as closely as possible to actual requirements. If, during a given period and subsequent to the approval of a request, circumstances are such as to justify a greater number of hours than originally anticipated, a supplemental request may be submitted. Supplemental requests should be clearly marked "Supplemental", showing reference to the approved request being supplemented and thoroughly justifying the additional number of hours requested.

C. "Justification": Approving officials are in a position to authorize overtime and to protect the agency in its utilization of the overtime privilege only when individual requests are sufficiently justified. Accordingly, justifications must be very clear as to the purpose for which overtime is to be used and the reason why the work cannot be completed during normal working hours. Statements such as "required overtime" or "clear backlog" are not sufficient. If justification statements require reference to matters which necessitate a high degree of security, special arrangements may be made so that the information need not be shown upon documents in movement. RESIR!CTED

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- D. "Action Taken": Leave blank
- E. "Names of Persons Performing Above Overtime" and "Actual No. of Hours Verked": Completion of these boxes is explained on the face of the form. Note that this information is not to be completed until "After authorized evertime has been performed".
- 4. PERSONS REQUESTING OVERTIME APPROVAL: The original copy of the request must be manually signed by the person authorized to request evertime according to Administrative Instruction \_\_\_\_\_\_ dated 22 April 1949. (It is expected that designations will not be made below the level of office or staff section heads, administrative officers of the larger operations, or their immediate assistants.) The remaining copies of the form may be signed manually, stamped by facsimile or typewritten. The typewritten title of the requesting official should show on all copies of the request.
- 5. COPIES REQUIRED FOR SUBMISSION: Requests for Approval of Overtime, Forms 32-3, are to be forwarded in triplicate if the request falls within one payroll period and in quadruplicate if the request covers two payroll periods. Upon approval, the disposition of the copies will be as follows:
  - A. Original, signed by requesting official and approved by Budget Officer or his deputy, will be returned to the requesting office for attachment to S.F. 1130 and forwarding to the Payrell Division upon completion of the payrell period.
  - B. If the request has been submitted in quadruplicate, the second copy will be returned to the requesting office for attachment to S.F. 1130 and forwarding to Payroll Division upon completion of the second payroll period.
  - C. The other two copies are for file reference-one being retained in the Eudget Branch as a record copy and the other returned to the requesting office for retention in its files.

BUDGET OFFICER

Attachment

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## SCHEDULE OF PAYROLL PERIODS

The following schedule is for assistance in constructing Requests for Approval of Overtime, Forms 32-3, according to prescribed payroll periods. In preparing infrequent or occasional requests involving requirements for one or several days, eare should be taken so that the period for which evertime is requested is contained within one of the various 14-day periods. Whenever unusual factors justify overtime for extended periods, requests should be prepared on the basis of full 28-day periods shown below.

Junc 26July 9 July 10July 23
July 24August 6 August 7August 20
August 21September 3 September 4September 17
September 18October 1 October 2October 15
October 16October 29 October 30November 12
November 13November 26 November 27December 10
December 11December 24 December 25January 7
January 8January 21 January 22Fobruary 4
Fobruary 5Fobruary 18 Fobruary 19March 4
March 5March 18 March 19April 1
April 2
pril 30lay 13 lay 14
ley 28June 10 Tune 11June 24
RECEDITED

#### 3. Annual Leave

a. Permanent employees are entitled to 26 work days of annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is one hour and additional credits are in multiples thereof. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue leave in accordance with the following schedule:

BASIC WORK DAYS	Ħ	OURS	CREDIT
			1
2 3			2
¥ 5			3

- b. Temporary employees carn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service wonth.
- c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.
- d. An employee, however, who had on 24 July 1947 over 60 days annual leave to his credit may grany over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after 1947.
- e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.
- f. Every supervisor responsible for approving leave will assure that employees are afforded an opportunity to avail themselves of earned annual leave.
- g. Annual leave programs will be planned in advance and scheduled so as not to impair the efficiency of operations. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that annual leave which is in excess of the maximum that can be carried forward into the succeeding year.

#### 4. Advanced Annual Leave

a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.

- b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Officer, or his designee, for approval.
  - c. Temporary employees will not be advanced annual leave.

#### 5. Sick Leave

- a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.
- b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.
- c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.
- d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.
  - (1) Sick leave will be granted to employees:
  - (a) When they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement.
  - (b) For medical, dental, optical examination or treatment, when leave is approved in advance by the supervisor.
  - (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
  - (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
  - (e) Sick leave must be supported by a medical certificate cr other evidence administratively acceptable if the absence is for more than three work days.

## 6. Advanced Sick Leave

a. Permanent employees, in case of serious disability or ailment lasting five days or more, may be advanced sick leave not to exceed 30 days. Such an advance is charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.

- b. When an employee applies for more sick leave than he has accumulated or may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.
- c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the unliquidated portion of the advanced leave.
- d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

#### 7. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness, in which event the deductions against annual leave for this period will be converted. Application for such substitution must be made within two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

#### 8. Maternity Leave

- a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Personnel Officer, or his designee.
  - b. Normally maternity leave will not exceed six months including:
    - (1) Accumulated sick leave.
    - (2) Accumulated annual leave.
    - (3) Leave without pay.
- c. The Personnel Officer, or his designee, may approve additional maternity leave upon receipt of written advice from the attending physician certifying to the necessity for the leave.
- d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

### 9. Leave Without Pay

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to	employees at	the discret	ion of Staff	Chiefs, As	sistant Dire	ectors.	Secretary of the first
			Chiefs of Mis		overs		
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- (2) Leave without pay in excess of 15 workdays must have the additional approval of the Personnel Officer, or his designee.
- b. Leave without pay will not be authorized initially for any period in excess of 12 months.
- c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. Standard Form No. 50, Notification of Personnel Action, will be issued when such leave or an extension or renewal thereof is approved.
- d. Employees who are granted an extended period of LWOP (60 days or more) will, prior to the beginning of such leave, execute Form No. 34-30.

## 10. Military Leave

- a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the Following Monday.
- b. Members of the National Guard of the District of Columbia will be granted military Leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.
- c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

#### 11. Court Leave

- a. A permanent employee who attends court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty, and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are required. Applications for court leave will be processed in the same manner as applications for advanced annual leave.
- b. Annual leave or LWOP will be granted when an employee is absent from duty because of private litigation.
- c. An employee may be granted court leave if the value of his testimony arises from his official capacity.
- d. Temporary, part-time or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.
- e. Employees who serve as witnesses or jurors and are granted court or official leave will surrender to the Budget Officer fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.

f. An employee who appears in any court in any capacity must report to the Chief, Inspection and Security, for briefing on security regulations prior to date of his appearance in court.

## 12. Absence for Registration and Voting

- a. Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.
- b. In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

## 13. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. Absence from duty for any cause, without prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

#### 14. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration, none of which extends for a full month.
- c. For service on a per hour or per diem basis where employment is not on a regular and continuous basis.

## 15. Leave Balances

Leave balances should be requested from the Budget Officer only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason, and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time and Attendance Clerks. Leave balances will be furnished to employees once a year.

## 16. Overtime and Compensatory Leave

- a. Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section.
- b. Overtime shall be kept to an absolute minimum throughout the Agency with emphasis being placed upon the full utilization of the normal official working hours of each employee.
- c. Overtime work will not be requested or authorized except in those cases essential to meet emergency requirements not possible to meet by full utilization of employee's normal working hours. Assistant Directors and Staff Chiefs are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy.
  - d. Within the continental limits of the United States:
  - (1) Approval of the Executive, his deputy, the Budget Officer, or his deputy, must be obtained prior to ordering compensatory time or overtime. A request will be submitted on Form No. 32-3, Request for Approval of Overtime, in accordance with instructions issued by the Budget Officer. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.
  - (2) Form No. 32-3, approved by the Budget Officer or his deputy, will be transmitted to the paying office no later than the close of the pay period in which work is performed.
- e. Outside the continental limits of the United States, overtime must be approved by Chiefs of Missions or their deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees cutside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless required by local custom.
- f. No officer or employee shall be paid, with respect to any pay period, compensation at a rate in excess of \$10,330.00 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee is not entitled to overtime compensation.
- g. Administrative controls governing compensatory leave will be established by each Assistant Director and Staff Chief based on policies stated below:
  - (1) It must be taken within the two pay periods immediately following the period in which earned, or forfeiture will result.
  - (2) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned. Such entries must be initiated by the applicable employee.

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- (3) An adequate check system will be established to insure that overtime was actually worked. An inspection will include checking guard registers and reviewing work accomplished during periods when compensatory time or overtime is claimed.
- h. Compensatory leave to the credit of employees at the date of issuance of this Instruction will be used within 90 calendar days from this date or be forfeited. Such leave will not be reported as required above, but will be handled as heretofore.

## 17. Holidays

a. Work to be performed on a holiday for which holiday pay will be granted must be suthorized and approved in advance in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24-hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

b. (1) The following days are established by law as Legal Holidays:

1 January

- New Year's Day

22 February

- Washington's Birthday

30 May

- Memorial Day

4 July

- Independence Day

First Monday of September

- Labor Day

11 November

- Armistice Day

Fourth Thursday of November

- Thanksgiving Day

25 December

- Christmas

- (2) Whenever any of the above holidays falls on Sunday:
- (a) The following Monday will be officially observed as the holiday by employees whose regular work week is Monday through Friday.
- (b) Sunday will be officially observed as the holiday by employees whose regular work week includes Sunday.
- (3) Then a Legal Holiday falls on other than Sunday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below.
- (4) Holiday provisions other than those specified by law are amnounced by Presidential Proclamation, and employees will be officially notified.

#### 18. Night Differential

- a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM Standard Time when such hours fall within the employee's regularly scheduled tour of duty, Night differential cannot be claimed for time used in obtaining meals. When computing night differential reference should be made to the attached table which shows the maximum hours of night differential that can be claimed for various tours of duty.
- b. Payment of night differential may be authorized for night work performed when an employee is temporarily assigned to a regularly scheduled tour of duty other than his own. Proper notations, in support of such payments, must appear on the Time and Attendance Report.

### 19. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

#### 20. Time and Attendance Reports (Standard Form No. 1130)

- a. Time and Attendance Reports will be submitted in accordance with instructions issued by the Budget Officer.
- b. Two copies or extracts of the Armed Services orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first Report showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms. No. 1130 and a reference made to the first Report submitted.
- c. Time and Attendance Clerks will include under "Remarks" on Form No. 1130 inclusive hours of overtime and/or compensatory time worked by each employee.
- d. When night differential is claimed, Form No. 1130 must indicate the employee's tour of duty.
- e. Correspondence pertaining to unauthorized absence must be furnished the Budget Officer in support of Form No. 1130 on which AWOL is reported.

## 21. Designations

- a. Assistant Directors and Staff Chiefs will submit in duplicate to the Budget Officer separate lists of persons authorized to:
  - (1) Receive and distribute salary checks.
  - (2) Certify the correctness of, and submit Time and Attendance Reports.
    - (3) Request approval of compensatory time or overtime to be worked.

b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

## 22. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the Budget Officer, and approval obtained before action is taken. Such report must furnish recommendations and a copy of the applicable law or regulation.

FOR THE DIRECTOR OF CLIMPRAL INTELLIGENCE:

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			<u> </u>	1
Act	ing Exec	utive	1. 1. 1. 19	

#### 2 ATTACHMENTS:

- 1. Night Differential Table
- 2. Form Letter of Designations

DISTRIBUTION: A

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# CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIONO.	Æ IN	NSTRUCTION	22 April 1949	STATINTL
SUBJECT: Time	ne, I	Leave and Pay.		STATINTL
RESCISSIONS:	a.	Administrative Instruction subject: Time, Leave and	dated 24 June 1948,	STATINTL
	<b>b</b> .	Administrative Instruction No. 1948, subject: Absence for Regist	dated 4 August	STATINTL
	c.	Administrative Instruction No. 1948, subject: Legal Holidays.	dated 17 November	STATINTL
	a.	Administrative Instruction No. 1949, subject: Time, Leave and Pagours).	dated 28 January y (Official Working	STATINTL
	0.	Administrative Instruction No.	dated 15 February	

1949, subject: Annual Leave (Time, Leave and Pay).

#### 1. Official Working Hours

- a. The normal official working hours for all activities of the Agency are from 0830 to 1700, Monday through Friday. For any tour of duty in excess of four (4) hours, normal or otherwise, a thirty minute lunch period will be established.
- b. The hours of duty shown on Standard Form No. 1130, Time and Attendance Report, must be shown in terms of Standard rather than Daylight Saving Time for employees whose tours of duty are other than the normal official working hours, 0830 1700.

#### 2. Definitions (For Leave Purposes Only)

- a. <u>Permanent employees</u> are those appointed without limitation as to length of service, or for definite periods in excess of one year, or for the duration of the job (covering an indefinite period) and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for loave purposes only.
- b. Temporary employees are those appointed for definite periods of time not to exceed one year.

#### 3. Annual Leave

a. Permanent employees are entitled to 26 work days of annual leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is one hour and additional credits are in multiples thereof. Permanent employees who enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue leave in accordance with the following schedule:

BASIC WORK DAYS	HOURS	CREDIT
1		1
		2 3
		Ĭ,

- b. Temporary employees carn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service conth.
- c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.
- d. An employee, however, who had on 24 July 1947 over 60 days annual leave to his credit may grany over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after 1947.
- e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.
- f. Every supervisor responsible for approving leave will assure that employees are afforded an opportunity to avail themselves of earned annual leave.
- g. Annual leave programs will be planned in advance and scheduled so as not to impair the efficiency of operations. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal may result in forfeiture of that annual leave which is in excess of the maximum that can be carried forward into the succeeding year.

#### 4. Advanced Annual Leave

a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.

- b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Personnel Officer, or his designee, for approval.
  - c. Temporary employees will not be advanced annual leave.

#### 5. Sick Leave

- a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.
- b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.
- c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.
- d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.
  - (1) Sick leave will be granted to employees:
  - (a) When they are incapacitated for the performance of their duties by sickness, injury or pregnancy and confinement.
  - (b) For medical, dental, optical examination or treatment, when leave is approved in advance by the supervisor.
  - (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
  - (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
  - (e) Sick leave must be supported by a medical certificate content evidence administratively acceptable if the absence is for more than three work days.

#### 6. Advanced Sick Leave

a. Permanent employees, in case of serious disability or ailment lasting five days or more, may be advanced sick leave not to exceed 30 days. Such an advance is charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.

- b. When an employee applies for more sick leave than he has accumulated or may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.
- c. An employee when terminating from service must. except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the unliquidated portion of the advanced leave.
- d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

#### 7. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness, in which event the deductions against annual leave for this period will be converted. Application for such substitution must be made within two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

#### 8. Maternity Leave

- a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Personnel Officer, or his designee.
  - b. Normally maternity leave will not exceed six months including:
    - (1) Accumulated sick leave.
    - (2) Accumulated annual leave.
    - (3) Leave without pay.
- c. The Personnel Officer, or his designee, may approve additional maternity leave upon receipt of written advice from the attending physician certifying to the necessity for the leave.
- d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Personnel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

#### 9. Leave Without Pay

a. (1) Leave without	pay not exceeding 15 w	ork days may be granted
to employees at the dis	cretion of Staff Chiefs	, Assistant Directors,
	or Chiefs of Missions	overseas.

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- (2) Leave without pay in excess of 15 workdays must have the additional approval of the Personnel Officer, or his designee.
- b. Leave without pay will not be authorized initially for any period in excess of 12 months.
- c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. Standard Form No. 50, Notification of Personnel Action, will be issued when such leave or an extension or renewal thereof is approved.
- d. Employees who are granted an extended period of LWOP (60 days or more) will, prior to the beginning of such leave, execute Form No. 34-30.

## 10. Military Leave

- a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, will be granted with pay without charge to annual leave to members of reserve components of the Armed Services of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the Following Monday.
- b. Members of the National Guard of the District of Columbia will be granted military leave with pay without charge to annual leave on all days of service to which they are ordered by competent authority.
- c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

#### 11. Court Leave

- a. A permanent employee who attends court as a witness on behalf of the United States or the Government of the District of Columbia, or for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty, and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees are required. Applications for court leave will be processed in the same manner as applications for advanced annual leave.
- b. Annual leave or LWOP will be granted when an employee is absent from duty because of private litigation.
- c. An employee may be granted court leave if the value of his testimony arises from his official capacity.
- d. Temporary, part-time or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.
- e. Employees who serve as witnesses or jurors and are granted court or official leave will surrender to the Budget Officer fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.

f. An employee who appears in any court in any capacity must report to the Chief, Inspection and Security, for briefing on security regulations prior to date of his appearance in court.

## 12. Absence for Registration and Voting

- a. Insofar as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose, without charge to leave, for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose, without charge to leave, for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.
- b. In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

## 13. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absence. Absence from duty for any cause, without prior permission, must be satisfactorily explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

## 14. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration, none of which extends for a full month.
- c. For service on a per hour or per diem basis where employment is not on a regular and continuous basis.

#### 15. Leave Balances

Leave balances should be requested from the Budget Officer only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason, and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time and Attendance Clerks. Leave balances will be furnished to employees once a year.

## 16. Overtime and Compensatory Leave

- a. Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section.
- b. Overtime shall be kept to an absolute minimum throughout the Agency with emphasis being placed upon the full utilization of the normal official working hours of each employee.
- c. Overtime work will not be requested or authorized except in those cases essential to meet emergency requirements not possible to meet by full utilization of employee's normal working hours. Assistant Directors and Staff Chiefs are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy.
  - d. Within the continental limits of the United States:
  - (1) Approval of the Executive, his deputy, the Budget Officer, or his deputy, must be obtained prior to ordering compensatory time or overtime. A request will be submitted on Form No. 32-3, Request for Approval of Overtime, in accordance with instructions issued by the Budget Officer. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.
  - (2) Form No. 32-3, approved by the Budget Officer or his deputy, will be transmitted to the paying office no later than the close of the pay period in which work is performed.
- e. Outside the continental limits of the United States, overtime must be approved by Chiefs of Missions or their deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless required by local custom.
- f. No officer or employee shall be paid, with respect to any pay period, compensation at a rate in excess of \$10.330.00 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee is not entitled to overtime compensation.
- g. Administrative controls governing compensatory leave will be established by each Assistant Director and Staff Chief based on policies stated below:
  - (1) It must be taken within the two pay periods immediately following the period in which earned, or forfeiture will result.
  - (2) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned. Such entries must be initiated by the applicable employee.

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- (3) An adequate check system will be established to insure that overtime was actually worked. An inspection will include checking guard registers and reviewing work accomplished during periods when compensatory time or overtime is claimed.
- h. Compensatory leave to the credit of employees at the date of issuance of this Instruction will be used within 90 calendar days from this date or be forfeited. Such leave will not be reported as required above, but will be handled as heretofore.

#### 17. Holidays

a. Work to be performed on a holiday for which holiday pay will be granted must be suthorized and approved in advance in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24-hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

b. (1) The following days are established by law as Legal Holidays:

1 January

- New Year's Day

22 February

- Washington's Birthday

30 May

- Memorial Day

4 July

- Independence Day

First Monday of September

- Labor Day

11 November

- Armistice Day

Fourth Thursday of November

- Thanksgiving Day

25 December

- Christmas

- (2) Whenever any of the above holidays falls on Sunday:
- (a) The following Monday will be officially observed as the holiday by employees whose regular work week is Monday through Friday.
- (b) Sunday will be officially observed as the holiday by employees whose regular work week includes Sunday.
- (3) Then a Legal Holiday falls on other than Sunday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below.
- (4) Holiday provisions other than those specified by law are ammounced by Presidential Proclamation, and employees will be officially notified.

## 18. Night Differential

- a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM Standard Time when such hours fall within the employee's regularly scheduled tour of duty, Night differential cannot be claimed for time used in obtaining meals. When computing night differential reference should be made to the attached table which shows the maximum hours of night differential that can be claimed for various tours of duty.
- b. Payment of night differential may be authorized for night work performed when an employee is temporarily assigned to a regularly scheduled tour of duty other than his own. Proper notations, in support of such payments, must appear on the Time and Attendance Report.

#### 19. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

#### 20. Time and Attendance Reports (Standard Form No. 1130)

- a. Time and Attendance Reports will be submitted in accordance with instructions issued by the Budget Officer.
- b. Two copies or extracts of the Armed Services orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first Report showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms. No. 1130 and a reference made to the first Report submitted.
- c. Time and Attendance Clerks will include under "Remarks" on Form No. 1130 inclusive hours of overtime and/or compensatory time worked by each employee.
- d. When night differential is claimed, Form No. 1130 must indicate the employee's tour of duty.
- e. Correspondence pertaining to unauthorized absence must be furnished the Budget Officer in support of Form No. 1130 on which AWOL is reported.

#### 21. Designations

- a. Assistant Directors and Staff Chiefs will submit in duplicate to the Budget Officer separate lists of persons authorized to:
  - (1) Receive and distribute salary checks.
  - (2) Certify the correctness of, and submit Time and Attendance Reports.
    - (3) Request approval of compensatory time or overtime to be worked.

b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

## 22. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the Budget Officer, and approval obtained before action is taken. Such report must furnish recommendations and a copy of the applicable law or regulation.

FOR THE DIRECTOR OF CUMPRAL INTELLIGENCE:

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## 2 ATTACHMENTS:

- Night Differential Table
   Form Letter of Designations

DISTRIBUTION: A

- 10 -

# NICONFIDENTIAL

TOUR OF DUTY	LUNCH PERIOD	HRS. OF NIGHT DIF- FERENTIAL	TOUR OF DUTY	LUNCH PERIOD	HRS. OF NIGHT DIF- FERENTIAL
1000 - 1830 1030 - 1900 1100 - 1930 1130 - 2000 1200 - 2030 1230 - 2100 1300 - 2130 1330 - 2200 1400 - 2230 1430 - 2300 1500 - 2330 1530 - 2400 1600 - 0030 1630 - 0100 1700 - 0130 1730 - 0200	1400 - 1430 1430 - 1500	1 1 1 2 2 2 3 3 4 4 4 5 5 5 6 6 5 7 7 5 7 7 5	2000 - 0430 2030 - 0500 2100 - 0530 2130 - 0600 2200 - 0630 2230 - 0700 2300 - 0730 2330 - 0800 2400 - 0830 0030 - 0900 0100 - 0930 0130 - 1000 0200 - 1030 0230 - 1130 0330 - 1200	2400 - 0030 0030 - 0100	8 8 8 8 8 8 7 7 6 6 1 5 5 4 4 4 4 1 2 3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
1800 - 0230 1830 - 0300 1900 - 0330 1930 - 0400	2200 - 2230 2230 - 2300 2300 - 2330 2330 - 2400	8 8 8 8	0400 - 1230 0430 - 1300 0500 - 1330 0530 - 1400	0800 - 0830 0830 - 0900 0900 - 0930 1930 - 1000	2 1½ 1 ½

# CONFIDENTIAL

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CENTRAL DITELLIQUICE GROW

1.2 Orani numer

24 April 1947

STATINTL

SUBJECT: Luava Without Pay (L'A))

## EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER DESCRIBED

#### 1. I'UNIOSE

The purpose of this removandum is to set forth and standardise the precedure to be followed in the granting of Leave Athout Pay.

#### 2. DEVINITION

Lac of lithout Tay (L'Ol') is defined by the Civil Service Consider as "Temporary non-pay status and absence from duty granted upon exployee's request". This is not to be confused with suspension, furloum or time spont in military service, which are covered under other regulations.

#### 3. AUTHORIZATION

The Authorization of L.OF is a matter of administrative discretion and therefore may not be demanded as a right of employees or imposed as a ponalty. All L.OF in excess of 60 days, must be approved by the Chief, Personnel Division.

## h. CONDITIONS FOR GRANTING LIFOR

a. A basic condition for approval of extended L.OP should be reasonable expectation that the employee will return at the end of the approved period. In addition, at least one of the following benefits should result from such absence.

b. Protection or improvement of employee's health (maternity loave, convalescent leave, etc.). Enternity loave must be granted unless the employee has no intention of returning to duty.

c. Retention of a desirable employee.

d. Increased ability to perform the duties of the position. One year's LOF will be granted to an employee who wishes to return to a college or university to continue his education providing that the subjects he intends to pursue are such that they could be expected to increase the employee's worth to his position, and CIO following the completion of this one-year period of additional training. In each case the employee will be required to submit to his Supervisor a list of the subjects to be taken with his request for such lawe without pay.

(779)

#### NIGHT DIFFERENTIAL

TOUR	CF DUTY	LUNCH PERIOD	HOURS OF NIGHT DIF- FERENTIAL	TOUR OF DUTY	LUNCH PERIOD	HOURS OF NIGHT DIF- FERENTIAL
	- 1830	1400 - 1430		2000 - 0430	2400 - 0030	8
	- 1900	1430 - 1500	<b>1</b> ,	2030 - 0500	0030 - 0100	8
	- 1930	1500 - 1530	11/2	2100 - 0530	0100 - 0130	8
	- 2000	1530 - 1600	2	2130 - 0600	0130 - 0200	8,
1200	- 2030	1600 - 1630	2년	2200 - 0630	0200 - 0230	7분
	- 2100	1630 - 1700	3	2230 - 0700	0230 - 0300	7,
1300	- 2130	1700 - 1730	3½	2300 - 0730	0300 - 0330	$6\frac{1}{2}$
1330	- 2200	1730 - 1800	4	2330 - 0800	0330 - 0400	6
1400	- 2230	1800 - 1830	4	2400 - 0830	0400 - 0430	5 <del>½</del>
1430	- 2300	1830 - 1900	42	0030 - 0900	0430 - 0500	5
1500	- 2330	1900 - 1930	5	0100 - 0930	0500 - 0530	4년
1530	- 2400	1930 - 2000	5합	0130 - 1000	0530 - 0600	4
1600	- 0030	2000 - 2030	6	0200 - 1030	0600 - 0630	4
1630	- 0100	2030 - 2100	6 <u>1</u>	0230 - 1100	0630 - 0700	3₺
1700	- 0130	2100 - 2130	7	0300 - 1130	0700 - 0730	3
1730	- 0200	2130 - 2200	浸	0330 - 1200	0730 - 0800	21
1800	- 0230	2200 - 2230	8	0400 - 1230	0800 - 0830	2
1830	- 0300	2230 - 2300	8	0430 - 1300	0830 - 0900	1호
1900	- 0330	2300 - 2330	8	0500 - 1330	0900 - 0930	1
1930	- 0400	2330 - 2400	8	0530 - 1400	0930 - 1000	1/2

MEMORANDU	M		DATE
TO FROM	: Budget Officer		
SUBJECT	: Designation of	f: (check one onl	<u>y</u> )
	( ) Auth	nent Clerks. norization to Sign norization to Reque Time or Overtime.	Time and Attendance Reports.  est Approval of Compensatory
duty•	l, The following	; employees are aut	thorized to perform the Subject
Ē	MPLOYEE	SECTION	SIGNATURE OF EMPLOYEE
			지수는 함으면 그렇게 하는 그 그들은 함으로 스트로
ou will be ill be sub	2. In the event to so notified. The mitted as required.	HUUURS STO SPECIMEN	revoked, fully or partially, a signatures of replacements
ou will be ill be sub	no mo orrange THE	HUUURS STO SPECIMEN	s revoked, fully or partially, a signatures of replacements  Signature
ou will be	no mo orrange THE	HUUURS STO SPECIMEN	a signatures of replacements

25X1A	CONFIDENTIAL CENTRAL INTELLIGENCE AGENCY Washington, D. C.  4/27
25X1A	ADMINISTRATIVE INSTRUCTION 24 June 1948
25X1A	
	SUBJECT: Time, Leave and Pay
25X1A	Recisions: a. Administrative Instruction dated 17 December 1946, subject: Maternity Leave.
	b. Administrative Instruction dated 24 April - 1947, subject: Leave Without Pay.
25X1A	c. Administrative Instruction dated 15 July
25X1A	1947 and 19 May 1947, subject: CIA Policy on Active Duty Training of Military and Naval Reserve Officers
25X1A	Employed by CIA; Military Leave Without Pay for Annual Training Duty.
	d. Administrative Instruction dated 13 November 1946, subject: Time, Leave and Pay Regulations.
	e. Administrative Instruction dated 21 March 1947,- subject: Time, Leave and Pay Regulations - Unvouch- ered Funds.
	1. Definitions
	a. Permanent employees are those appointed without limitation as to length of service, or for definite periods in excess of one year, or for the duration of the job, and those who, although paid only when actually employed, are continuously employed for a period of not less than one month as distinguished from part-time or intermittent employees. Native and foreign national employees overseas are considered as permanent employees for leave purposes only.  b. Temporary employees are those appointed for definite periods of time not to exceed one year.  2. Annual Leave
	그리는 이 교육을 하는데 된 경기를 받는데 하는데 그리를 느꼈다면 그리고 있다. 그리고 있는데 그

period.

a. Permanent employees are entitled to 26 working days annual

leave with pay, for each calendar year of Government service. One day of annual leave per bi-weekly pay period is earned by a permanent employee and credited to his account at the end of each pay period. The minimum credit of annual leave is 15 minutes and additional credits are in multiples of 15 minutes. Permanent employees who

enter on or separate from duty on other than the first or last work day of the bi-weekly pay period accrue one-tenth of one day's leave for each complete day of () FIDENTIAL during that reporting CONFIDENTIAL

- b. Temporary employees earn two and one-half days annual leave for each continuous full month of service. However, no annual leave accrues for a fractional service month.
- c. Not more than 60 days accumulated annual leave may be carried forward into a new calendar year.
- d. An employee, however, who had on July 24, 1947, over 60 days annual leave to his credit may carry over his leave balance as of that date up to a maximum of 90 days, provided he has consistently maintained such balance on the first of each year after July 24, 1947.
- e. The minimum charge for annual leave is one hour, and additional leave will be charged in multiples of one hour.
- f. Annual leave must be taken at such time as will not interfere with the work of the organization, and must be approved by the appropriate supervisor before the leave is taken.

## 3. Advanced Annual Leave

- a. Permanent employees who have been in the Federal service for one year or more may, in case of emergency, be granted advanced annual leave equal to that which will accrue during the remainder of the current calendar year, with the understanding that if it is not earned during the calendar year they shall make a refund for such leave.
- b. Application for advanced annual leave will be submitted to the appropriate supervisor for review and recommendation, and forwarded to the Chief, Personnel Branch, AMM, for final approval. The Assistant Director for Special Operations may approve advanced annual leave for his unvouchered employees.
  - c. Temporary employees will not be advanced annual leave.

#### 4. Sick Leave

- a. Permanent employees accrue sick leave at the rate of one and one-fourth days per month, or a total of 15 days a year. The minimum credit for sick leave is one hour.
- b. Temporary employees accrue sick leave at the rate of one and one-fourth days for each full month of service.
- c. Sick leave may be accumulated and carried forward until it totals not more than 90 days. Sick leave is available to permanent employees at the beginning of the month in which it accrues, and to temporary employees only after it has been earned.
- d. The minimum charge for sick leave is one hour, and additional leave will be charged in multiples of one hour.

### (1) Sick leave will CONFIDENTIAL oyees:

- (a) When they are incapacitated for the performance of their duties by sickness, pregnancy and confinement, and injury.
- (b) For medical, dental or optical examination or treatment, when leave is approved in advance by the supervisor.
- (c) When a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee.
- (d) When, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
- (e) Sick leave must be supported by a medical certificate or other evidence administratively acceptable if the absence is for more than three working days.

#### 5. Advanced Sick Leave

- a. Permanent employees, in case of serious disability or ailments lasting five days or more, may be granted net to exceed 30 days advanced sick leave. Such advances are charged against sick leave which will be earned in the future. No advance sick leave will be granted to temporary employees.
- b. When an employee applies for more sick leave than he has accumulated or than may properly be advanced, the excess leave may be charged against accrued annual leave or to leave without pay.
- c. An employee when terminating from service must, except in cases of separation caused by death, retirement for disability, disability, or reduction in force, refund the amount paid him for the period of indebted leave.
- d. Applications for advanced sick leave must be accompanied by a certificate from the attending physician certifying the nature of the illness and the estimated date that the employee will be able to return to duty. Applications will be processed in the same manner as those for advanced annual leave.

#### 6. Substitution of Sick for Annual Leave

When sickness occurs within a period of annual leave and lasts five or more consecutive workdays, sick leave may be granted to cover the period of illness and the deductions against annual leave for this period will be restored. Application of property substitution must be made within

two workdays after return to duty and must be supported by a medical certificate, or other evidence administratively acceptable.

#### 7. Maternity Leave

- a. Written applications for maternity leave, accompanied by a doctor's certificate, may be approved by the Chief, Personnel Branch, A&M, and the Assistant Director for Special Operations may approve such applications for his unvouchered employees.
  - b. Normally maternity leave will not exceed six months including .
    - (1) Accumulated sick leave

(2) Accumulated annual leave

- (3) "Leave without pay status" for any balance of the six months.
- c. The Chief, Personnel Branch, A&M, may approve up to an additional six months' period of maternity leave as "leave without pay" upon receipt of written advice from the attending physician certifying to the necessity for the additional leave. The Assistant Director for Special Operations may approve such additional leave for his unvouchered employees.
- d. Immediately prior to the effective date of maternity leave, the office to which the employee is assigned shall submit Form No. 37-3, Persennel Action Request. The employee shall execute Form No. 34-30, Final Payment Clearance Sheet.

#### 8. Leave Without Pay

- a. (1) Leave without pay not exceeding 15 working days may be granted at the discretion of Staff Chiefs, Assistant Directors,

  or Chiefs of Missions or Bureaus overseas, to employees under their jurisdiction. (2) Leave without pay in excess of 15 workdays must in addition be approved by the Chief, Personnel Branch, A&M. The Assistant Director for Special Operations may approve such leave without pay for his unvouchered employees.
- b. Leave without pay will not be authorized initially for any period in excess of 12 months.
- c. Form No. 37-3 will be initiated by offices when LWOP for 60 or more calendar days is recommended for approval. A personnel action will be issued when such leave or an extension or renewal thereof is approved.
- d. Employees who are granted an extended period of LMOP will, prior to the beginning of such leave, execute Form No. 34-30, "Final Payment Clearance Sheet".

#### 9. Military Leave

a. Military leave for training purposes only, not to exceed 15 calendar days in any one year, medical pay without charge to annual

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leave to members of any military or natural organization established by law of the United States. Saturdays and Sundays will be included in the 15 calendar days leave period only when such leave includes the preceding Friday and the following Monday.

- b. Members of the National Guard of the District of Columbia may be granted Military leave with pay without charge to annual leave on all days of service which they are ordered by competent authority to perform and on all days during which they are engaged in field or coast defense training.
- c. Applications for military leave will be processed in the same manner as applications for advanced annual leave.

#### 10. Court Leave

- a. A permanent employee subpoensed to testify as a witness on behalf of the United States or the Government of the District of Columbia, or called for jury duty, in a State, District of Columbia, or Federal Court, is entitled to his regular pay while absent from duty and no charge for leave is made. Evidence of attendance at court and evidence of receipt or non-receipt of fees is required. Applications for court or jury leave will be processed in the same manner as applications for advanced annual leave.
- b. Annual leave or LWOP will be granted when an employee is subpoensed in private litigation or by some party other than the Federal or District of Columbia Government.
- c. Employees may be regarded as in active duty status for court service and no leave charged if the value of the employee's testimony arises from his official capacity and he is subpoensed solely because of and to testify in that capacity.
- d. Temporary, substitute or "when actually employed" personnel are not entitled to court or jury duty leave of absence with pay.
- e. Employees who serve as witnesses or jurors and are granted court, jury duty or official leave will surrender to the Budget and Finance Branch, A&M, fees received from courts for days on which the employee normally would have worked. Federal employees called for jury duty in the District of Columbia are not paid usual jury fees.
- f. An employee who appears in any court as a witness, plaintiff, defendant or juror must report to the Executive for Inspection and Security for briefing on security regulations prior to date of his appearance in court.

#### 11. Unauthorized Absence

An employee detained by causes beyond his control and unable to report for duty at the opening hour, should notify his supervisor as soon as possible on the first day of absect of the transfer of the first day of absect of the first day of the fi prior permission, must be satisfactority explained; otherwise leave will be charged as AWOL and the employee will be subject to disciplinary action.

#### 12. Employees not Eligible for Leave

Employees do not earn leave if appointed:

- a. For service limited to portions of each workday, week or month.
- b. For service under repeated appointments or employments for periods of short duration none of which extends for a full month.
- c. For service on a "per hour" basis where employment is not on a regular and continuous basis.

#### 13. Leave Balances

Leave balances should be requested from the Budget and Finance Branch, or Special Funds Division, OSO, only when it is absolutely necessary that an employee know his leave balances because of an anticipated vacation or a prolonged absence due to illness or some other special reason and he is not certain whether sufficient leave is available to cover the absence. Such requests will be submitted in writing and forwarded through appropriate Time & Attendance Clerks.

#### 14. Overtime

- a. Within the continental limits of the United States:
  - (1) Overtime for departmental employees must be approved prior to overtime work in each case. Requests will be submitted on Form No. 32-3, Request for Approval of Overtime, as indicated below:
    - (a) To Budget and Finance Branch, A&M, for all employees except those of OSO who are paid from unvouchered funds. Such requests may be approved by the Chief, Budget Division and the Chief and Assistant Chief, Budget and Finance Branch.
    - (b) To Special Funds Division, Administration and Services, OSO, for employees of OSO who are paid from unvouchered funds. Such requests may be approved by the Chief and Assistant Chief, Special Funds Division, OSO.

25X1A 25X1A Quarterly estimates of anticipated overtime requirements will be submitted on Form No. 32-3 by Chiefs of to the officials indicated in a (1) above, who are authorized to approve overtime payments for Forms should be continued by the estimate,

- 6 -

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b. After approval as in "a" above, overtime for employees in the continental United States may be ordered by the appropriate Staff Chiefs. Assistant Directors, Chiefs of Branches

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- c. Outside the continental limits of the United States, overtime may be ordered and approved by Chiefs of Missions or their Deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless local custom requires.
- d. All work in excess of 40 hours performed during one administrative work week will be considered overtime if authorized and approved in advance in accordance with the above provisions.
- e. Approved overtime worked will be paid at authorized rates or compensatory time off may be allowed.

#### 15. Holidays

Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as for overtime work and pay as shown in 14 above. An employee can only be excused or paid holiday rates for that portion of his tour of duty which actually falls within the 24-hour holiday period, and not to exceed 8 hours.

#### 16. Night Differential

- a. An additional 10 per cent of an employee's base pay will be allowed for work performed between the hours of 6:00 PM and 6:00 AM, when such hours fall within the employee's regularly scheduled tour of duty. Night differential cannot be claimed for time used in obtaining meals.
- b. When computing night differential reference should be made to the attached Table which shows the maximum hours of night differential that can be claimed for various tours of duty.

#### 17. Terminal Pay

a. Annual leave must be liquidated by a lump sum payment when an employee is separated from the Federal service, or when transferred between positions which are under different leave systems, i.e., permanent to temporary or vice versa.

#### 18. Time and Attendance Reports

- a. Time and Attendance Reports will be submitted to the Budget and Finance Branch, A&M, or the Special Funds Division, OSO, as appropriate in accordance with instructions from such offices.
- b. Two copies or extracts of military or navel orders will be given to the appropriate Time and Appropriate to be submitted with the first

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report (Form No. 1130) showing military leave. If leave extends beyond that reporting period, additional military leave should be reported on subsequent Forms No. 1130 and a reference made to the first Form No. 1130 reporting the leave.

- c. Time and Attendance clerks will include under "remarks" on Form No. 1130 inclusive hours of overtime worked by employees. For overtime in the continental United States, a copy of Form No. 32-3 approved by the appropriate supervisor and the Special Funds Division, OSO, or Budget and Finance Branch, A&M, will be attached to the applicable Form No. 1130 when transmitted to the appropriate paying office.
- d. When night differential is claimed, Form No. 1130 must indicate the employees regular tour of duty.
- e. Correspondence pertaining to unauthorized absence must be furnished the appropriate paying office to substantiate Form No. 1130 on which AWOL is reported.
- f. When annual leave is converted to sick leave as shown in paragraph 6 above, a notation to that effect must be made on Form No. 1130 and a medical certificate or other evidence administratively acceptable must support Form No. 1130.
- g. Assistant Directors and Staff Chiefs will submit in duplicate to the appropriate paying office a list of persons authorized to certify the correctness of time and attendance reports, and will keep such lists current at all times.

#### 19. Native and Foreign National Employees

This Instruction should be used for administering leave and payments to native and foreign national employees at overseas installations insofar as it is not inconsistent with local laws and practices. Any deviations required by local law or practice must be reported to the appropriate paying office in Washington and approval obtained before payment is made. Such report must furnish recommendations and a copy of the applicable law or regulation.

R. H. HILLENKOETTER
Rear Admiral, U.S.N..
Director of Central Intelligence

1 Attachment (Night Differential Table)

DISTRIBUTION: A

CONFIDENTIAL

### **CONFIDENTIAL**

TOUR OF DUTY	LUNCH PERIOD	HRS. OF NIGHT DIF- FERENTIAL	TOUR OF DUTY	LUNCH PERIOD	HRS. OF NIGHT DIF- FERENTIAL
1000 - 1830	1400 - 1430	<del>]</del>	2000 - 0430	2400 - 0030	8
1030 - 1900	1430 - 1500	ĩ	2030 - 0500	0030 - 0100	8
1100 - 1930	1500 - 1530	1 <del>2</del>	2100 - 0530	0100 - 0130	8
1130 - 2000	1530 - 1600	2	2130 - 0600	0130 - 0200	8
1200 - 2030	1600 - 1630	2 <del>1</del>	2200 - 0630	0200 - 0230	7 <del>1</del>
1230 - 2100	1630 - 1700	3	2230 - 0700	0230 - 0300	7
1300 - 2130	1700 - 1730	3 <del>\frac{1}{2}</del>	2300 - 0730	0300 - 0330	6 <del>1</del>
1330 - 2200	1730 - 1800	4	2330 - 0800	0330 - 0400	6
1400 - 2230	1800 - 1830	4	2400 - 0830	0400 - 0430	5 <del>}</del>
1430 - 2300	1830 - 1900	4 <del>2</del>	0030 - 0900	0430 - 0500	5
1500 - 2330	1900 - 1930	5	0100 - 0930	0500 - 0530	4章
1530 - 2400	1930 - 2000	5 <del>1</del>	0130 - 1000	0530 - 0600	4,
1600 - 0030	2000 - 2030	6	0200 - 1030	0600 - 0630	4
1630 - 0100	2030 - 2100	$6\frac{1}{2}$	0230 - 1100	0630 - 0700	3 <del>}</del>
1700 - 0130	2100 - 2130	7	0300 - 1130	0700 - 0730	3 ♥
1730 - 0200	2130 - 2200	7 <del>1</del>	0330 - 1200	0730 - 0800	2 <del>1</del>
1800 - 0230	2200 - 2230		0400 - 1230	0800 - 0830	2
1830 - 0300	2230 - 2300	8	0430 - 1300	0830 - 0900	1 <del>ۇ</del>
1900 - 0330	2300 - 2330	8	0500 - 1330	0900 - 0930	j
1930 - 0400	2330 - 2400	8	0530 - 1400	1930 - 1000	<del>)</del>

## CONFIDENTIAL

CENTRAL INTELLIGENCE GROW

24 April 1947

HEDER
SUBJECT: Louve Hithout Pay (2:101)

STATINTL STATINTL

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOOMER DESCRIBED

#### 1. 1'UN' 05E

The purpose of this memorandum is to set forth and standardise the precedure to be followed in the granting of Leave Athout Pay.

#### 2. DEVINITION

Land Without Pay (L'OF) is defined by the Civil Service Considering as "Temporary non-pay status and absence from duty granted upon exployee's request". This is not to be confused with suspension, Turiou h or time spont in military service, which are covered under other regulations.

#### 3. AUTHORIZATION

The Authorization of LAOF is a matter of administrative discretion and therefore may not be demanded as a right of employees or imposed as a penalty. All LAOF in excess of 60 days, must be approved by the Chief, Personnel Rivisien.

#### h. CONDITIONS FOR GRANTING LIGH

- a. A basic condition for approval of extended LEOP should be reasonable expectation that the employee will return at the end of the approved period. In addition, at least one of the following benefits should result from such absence.
- b. Protection or improvement of employee's health (maternity leave, convalescent leave, etc.). Maternity leave must be granted unless the employee has no intention of returning to duty.
  - c. Rotention of a desirable employee.
- d. Increased ability to perform the duties of the position. One year's LOT will be granted to an employee who wishes to return to a college or university to continue his education providing that the subjects he intends to pursue are such that they could be expected to increase the employee's worth to his position, and CIO following the completion of this one-year period of additional training. In each case the employee will be required to submit to his Supervisor a list of the subjects to be taken with his request for such leave without pay.

(779)

70 July 1

country for personal runsens, such as family illness.

f. To preserve continuity of service in case of injury or sickness incurred in line of duty, where an employee is granted U.O. in connection with such injury or sickness.

#### 5. I ROCEDUILE

Lioi will not be authorised initially for my period in excess of twelve (12) menths. Requests for any like or shorter period should adhere to the conditions stated above.

a. The employee should request LAP from his supervisor, giving proper justification.

b. For periods lose than sixty (60) days, notice of action will not be issued, and employees will continue to be reported on Form 1.30.

c. For extended L.D., sixty (60) days or longer, Personnel Action notice will be issued. The Office concerned will submit C10 Form D7-3 "Personnel Action Request" to the Personnel Division at least one week in advance of the effective date of the employee's release from active duty.

d. The vill give the crited concerned advance notice of the expiration of L.O. so that the caployee can be contacted and the Form 37-3, requesting return to duty, can be properly submitted.

STATINTL

- c. In the event an employee does not return from L'O' at the designated time, has not had an extension granted or has not indicated that he will return, it will be necessary to terminate the employee's services due to "Abandonment of Focition".
- f. An extension or renewal of extended EMDI will also require a personnel action. The affice concerned will, therefore, submit Form 37-3 requesting "Extension of L'O." in accordance with the above conditions.

#### 6. REVIEW OF REQUESTS

The office concerned will be responsible for preliminary review and approval of all inquests for L'OF for confermance with CIO policy. In cases where justification for L'OF is questionable, the Fersonnel Division should be contacted for technical advice.

-3-

#### 7. FILLING LOD LOSITION

A position occupied by an employee on extended L'DI may be filled by a temperary appointment. In such instance, the office should submit a separate Form 37-3 requesting "Establishment of a Temperary Identical Additional lesition", stating the reasons under "Remarks". The resonnel Division will take appropriate action to fill the temperary position. The temperary incumbent of the position must be removed by reassignment or termination by the effective date of the return to duty of the regular incumbent of the position.

#### 8. CEILINGS

In individual on extended L.OF, sixty (60) days or over, will not be charged against the Fersonnel Ceiling of the office concerned, However, An employee temperarily filling the position of an amployee on extended M.OF will be charged against the ceiling.

FOR THE DIRECTOR OF CENTRAL TYPELLIGENCE:

Sacutive for icronnel and Administration ATINTL

ATTACHERITS: None

DISTRIBUTION: A

		ENTRAL INTELLI Washington		Alacended	STATINTL  Les  1-4/48
LIEHORANDUI NUMBER	M			15 July 1947	STATINTL
SUB JECT:	CIG Polic	y on Active Du Reserve Offic	ty Training of ors Employed 1	Clilitary by CIG	
	EFFECTIVE	UNTIL CANCELL	IID OR SUPERSEI	<u>DED</u>	STATINTL
1. The at	ttention o	f all CIG omplissued 19 11	oycos is direc ay 1947.	etod to CIG	
employed b	otive duty by CIG. A agh all re	training of r mouncements o serve organiza	csorve officer f the training	ory practicable s presently available are usually indicated	
3. When paid will be artraining p	ranged to	the leave po	riod of reserv taking advanta	e officer employees go of active duty	
4. Active encouraged	duty tra	ning at places	s other than 1	ocal will be	STATINTL
	FOR THE D	RECTOR OF C'N'	TOLL INTELLIGE	NCE:	
		Λċ	Excouti lministration	vo for and Management	
ATTACIII EN T	S: Nono				
DISTRIBUTI	ON: All CI	G Employees			

		STATINTL
CENTRAL INTELLIGENC Washington, D.	E GROUP PLECEN	Jed ley 6 /24/48
IELIORANDHM MUMBER	19 May 194	STATINTL
SUBJECT: Hilitary Leave With Pay for Ann	mal Training Duty	
EFFECTIVE UNTIL 30 JUNE 1947 UN	ILESS SOONER RESCINDED	
1. DEFINITION		
Military loave is defined as the pericial duty authorized for those civilian of National Guard, Officers Reserve Corps, Cand Marine Reserve, on days on which they  2. CONDITIONS FOR GRANTING MILITARY LEAV	mployees who are nembers of coast Guard Reserve, or Naval are engaged in training dut	thc
a. Military leave is granted only United States and of the District of Colutemporary, substitute, and when actually	to "regular" employees of the order of the control	ho
b. Hilitary leave is granted for tive members of the armed forces of the U in Chapter L1-21 of the Federal Personnel	S. for notive duty on outlier	poo- nod
3. WRATION OF MILITARY LEAVE		
a. In general, a maximum of fifte leave "without less of pay, time or effic in any one calendar year for service with above.	ioney rating" may be granted	
b. When it is necessary for an in period, any time in excess of the fifteen charged as annual leave or leave without employee concerned.	(15) days maximum will be	22
4. PROCEDURE		
An employee desiring military leave shirmediate superior on Standard Form No. 7 accompanied by two (2) copies of his militage ther with the military orders will be channels to the ported on the Time and Attendance Report, "Other" with the notation "Military Leave"	Application for Leave, cary orders. The Form No. 71 forwarded through proper and the leave will be r form 1130, in the column per	C=
FOR THE DIRECTOR OF CENTRAL 1	'N TELLI GENCE :	STATINTL
	Exocutive for Personnel and Administration	
ATTACHMENTS: None		
DISTRIBUTION: A	(109	) <b>1)</b>

TATINTL

STATINTL

300	13 Hovember 1946	
	CENTRAL INTELLIGENCE ORDUP	
	C. I. G. ADUNISTRATIVE OFFIRE	
	TIM. LEVE AND PAY REQUIATIONS	7.7
	1. THE AND ATTENDANCE REPORTS	TATINTL
	a. It is required that Time and Attendance Reports for each civilian am-	4.0
	loyeo be maintained by each branch, division, or section, on Standard Form	
	to, 1130. There must be entered on Standard Form 1130 the number of hours in	
	pur status, and the annual leave, sick leave, or leave without pay chargeable	
	for each lh day pay period. These reports must be forwarded to the	STATINTL
	not later than 4:30 p.m. on the lionday following the	
	oleon of each 1h day pay poriod.	
	b. Form 71, Application for Loave, must be secured and transmitted with	
	Time and Attendance Reports for all annual leave in access of 12 days or when	
	the leave extends from one reporting period to the next. When sick leave	
	covers a period in excess of three days, a certificate of a physician or prac-	
	titioner will be furnished. When sick leave covers a visit to a physician,	
	dontist, oculist, etc., the time of the visit and the name and address of the	
	doctor should by furnished by the employee on Form 71 or in a statement to be	
	attached to Form 1130. The leave clerk in the	STÄTINTL
	will pest to the Time and Attendance Reports the annual and sick leave accumu-	
	lated by each employee in accordance with "Regulations Relating to Annual and	
	Sick Loave of Government Employees (as amended June 26, 1946, effective July 1,	
	19h6; 11 F. R. 7257)".	
	2. OVERDIME	
	a. All work in excess of h0 hours performed during one week will be con-	
	sidered evertime, if authorized in advance by a responsible official of the	
	branch in which performed. Overtime for employees in grades up to and in- cluding the base pay of P-2 or CAF-7 will be compensated at time and a half	
	provided such overtime is approved in advance by the Chief	STATINTL
	Finance Division. For employees in grades above the base pay of F-2 or CAF-7,	STATINIL
	compunsatory time off may be allowed in accordance with the provisions of	
	Public Law 106-79th Congress.	
		Ž.

ATINTL

A state of the sta			
2. OVERTIES Cont.d			
b. Requests for the approval of own			
will be submitted to the Chief,		Division, in detail	STATINTL
and in triplicate on Form 32-3, boaring			
strative Officer of the branch or divisi	on initiating	the request. Upon re-	
dilpt of Form 32-3, the Chief,		appropriate, onter his	STATINTL
roval, and roturn the duplicate and t		es to the initiating	
Clour. No requests should be submitte	od to the	for overtime	STATINTL
to to performed by employees in grades a	bove P-2 or CU	P-7.	
c. Approved overtime worked by umpl	Loyves in Grades	n P-2, C/F-7 and bolow	
will be recorded on Standard Form 1130,	Timo and Attono	dance Report, covering	
the pay period in which performed and th	ho duplicato com	py of Form 32-3 bearing	
the approval of the Chief,	will be atte	ached therete for trans-	STATINTL
mittal to the	The trip	licate copy of Form 32-3	STATINTL
may be retained by the initiating office	0.	경기 하면서 나는 사람.	
3. MICHT DIFFERENTIAL		나 많은 그 얼마가 됐었	
Whomever an employee performs a tour	r of duty batwo	on the hours of 6:00 p.m.	
and 6:00 a.m., an addition of 1.0% of his	s base pay will	bs allowed. The Time	
and Attendance Report, Standard Form 113	30, must indica	te the employee's tour	
of duty whomever a night differential is	s claimod.		
u. HOLIDAY PAY			
Work performed on holidays will be c	compensated for	at double time. How-	
over, in view of budget limitations, pri	lor appreval mu	st be secured from the	
Chick on Form 32-3, befo	oto any omploye	e is requested to render	
errices on a holldy.			
5. DISTRIBUTION OF SALARY CHECKS			
u. Salary checks will be distribute	od by tho		STATINTL
to the payment and leave clorks of the b	branch, division	n, or office in which	
idio individual is comployed. A list cont	taining the name	os of the employees and	
having spaces designated for signatures	will accompany	each group of checks.	
The rightd lists evidencing receipt of t	tho chucks by ti	he employees must be re-	
turned to the immediately	upon dolivory	of the checks. Undelivered	STATINTL
chooks accompanied by a memorandum stati	ing the reason i	for non-dolivery must be	
returned at the sume time. In those ins	stances where a	n omployoe is absent	,
from work but it is known that he will r	rotum within 5	days, the payment and	
leave clock may rotain the list of undel	Livered checks i	for the 5 day period.	
:	· -	No.	

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DISTRIBUTION OF SALERY CHROSS — Cont.  b. Extrose care must be exercised by checks do not become lost or nimplace violated.  TERRITUM, PAT  a. Employees who are terminated will!  Prement Act. The amount of final pays of the present action terminating the last moving.  a on the personnel action terminating to the present that may have been assigned to united for. The final clearence form, counted for. The final clearence form,	payment and leave clerks to dead that security regulable to paid in accordance with the mont will be calculated on the capture to secure annual letter captures to sortions.  The captures to accord annual letter captures to sortions.  The captures to mainted from this is salary payment until all me him have been returned or pr	one are o "limp o basis agongy nice
b. Extrose care must be exercised by checks do not become lost or nisplace violated.  Terminal par  a. Exployees who are terminated will be present Act. The amount of final pays are the personnel action terminating to the given final clearance and/or final the given final clearance and/or final reporty that may have been assigned to unted for. The final clearance form,	payment and leave clerks to dead that security regulable to paid in accordance with the mont will be calculated on the capture to secure annual letter captures to sortions.  The captures to accord annual letter captures to sortions.  The captures to mainted from this is salary payment until all me him have been returned or pr	one are o "limp o basis agongy nice
checks do not become lost or nimplace violated.  "Grantless Par  a. Explorers who are terminated will be present Act." The amount of final pays of on the personnel action terminating to the personnel action terminating to the omployee transferring out of, of be given final clearance and/or final reporty that may have been assigned to unted for. The final clearance form,	d and that security regulable be paid in accordance with it ment will be calculated on the day and the accrued annual is the employee's services, r being terrainted from this i salary payment until all me him have been returned or pr	one are o "limp o basis agongy nice
violated.  TERRITION PAT  2. Deployees who are terminated will be represent Act. The amount of final pays are not the personnel action terminating to the personnel termination and/or final the personnel that may have been assigned to untend for. The final clearence form, or	be paid in accordance with the most will be calculated on the day and the accrued armual lette employee's services.  I being terminated from this is salary payment until all me him have been returned or pr	e "[lamp e basis lavo as agoncy mics
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b. No employee transferring out of, or the given final elearance and/or final reporty that may have been assigned to unted for. The final elearance form,	r being terminated from this Lealary payment until all me him have been returned or pr	nice
I be given final elearance and/or final reporty that may have been assigned to unted for. The final clearance form,	l salary paymont until all mo him have been returned or pr	nice
roporty that may have been assigned to unted for. The final cluarence form,	him have been returned or pr	A. A
	blaimable in the Beauters "	**************************************
		iviaton,
be initiated by the employing office,	cleared with the applicable	branonas
dvanco, such as Personnel, Security,	Space	iai 🥕 🛧
s Division, and be	on file in the	<b>□</b>
boforo final payment is mad	lo.	
보다 하는 살이는 보다 하면 살이다니 않는데		<b></b>
그는 그런 그를 걸릴 때에게 말았다는다.		_ STATIN
뭐 이 하겠다면요. 하게 되었는데 가게 되었다.		
회사는 화가 있는 일반 끝을 다니고 없었다고?		
	Colonel, CAU	J
저 생각적 경험 경험을 들어가 만났다면	Executive for Personnel	
보는 사람들은 하는 것이 되었다. 그 나는 사람들은 사람들은 사람들은 사람들이 되었다.	and Administration	
# : # : # : # : # : # : # : # : # : # :		
싫어 얼마나라고 하는 것을 하고 하는다.	이 살이 아이지 않아 살아보다 함께 없다.	
[4일 : [4명 : 1일 : 4 - 1] : [4]		
화물과 물리가 하다 하는 때문에 가운 하다.	이 얼마나 이 말고 되는 물과 중 했다. 살	
사람들은 얼마를 보는 말을 하는 수 있다.	하다 그 그렇지 하루 바다 다쳤다.	
가지막다 하나 아니라 하나 하나 하나 하다.	[18] - 기급의 하고 (1911년)	
시에게 말 그 뭐겠네겠다는데 보니네. 뭐야?		
기계 그 이렇게 되어 가지 않는 것이 되었다.	그렇게 내는 고생들이 많은 보다.	
	보는 내면 보다가 하다다면서	
(그리고등을 보면 끊이 얼마를 하다 하는 어때요?		
역사 선생님, 생활보다 소리는 등이 되었다.		
를 맞으면 있을 하고 있다. 전환 시간 10 H - 122 HT.		
하고 있다. 그리는 사람들은 사람들이 되었다.		
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연결하다 등을 했다는데 그렇게 되는 것으로 살다.		
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TATINTL

1A	CONFIDENTIAL COPY NO. 102	
Α	CONFIDENTIAL COPY NO. 102  CENTRAL INTELLIGENCE GROUP  Washington, D. C.	
	MEMORANDUM 21 March 1947 NUMBER	
	SUBJECT: Time, Leave and Pay Regulations - Unvouchered Funds	
	EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED	
	1. TIME AND ATTENDANCE REPORTS	
	a. It is required that Time and Attendance Reports for each regular civilian employee paid from unvouchered funds be maintained by each Branch, Division or Section, on Standard Form No. 1130, in duplicate, while such employees are located in the Continental U.S.A. There must be entered upon Standard Form 1130 the number of hours in pay status, the annual leave, sick leave, or leave without pay chargeable for each 28 day pay period. The original copy of these reports must be forwarded to the not later than 4:30 p.m. on the Monday following the close of each 28 day pay period. The duplicate copy will be retained by the originating office.	2
	b. Form 71, Application for Leave, must be secured and transmitted with the Time and Attendance Reports for all annual leave in excess of 12 days or when the leave extends from one reporting period to the next. When sick leave covers a period in excess of three days, a certificate of a physician or practitioner will be furnished. When sick leave covers a visit to a physician, dentist, oculist, etc., the time of the visit and the name and address of the doctor should be furnished as an attachment to Form 1130.	
	c. For employees departing for overseas assignments, Form 1130,  Time and Attendance Report, shall be forwarded to the  not later than 4:30 on the day following the departure of the individual from Washington, with a notation thereon that the employee has departed. Time and Attendance records for employees outside the continental limits of the U.S.A. will be	2
	governed by the procedure set forth in Accounting Procedures" dated October 1946.	2
	d. The Leave Clerk in the will post to the Time and Attendance Reports, the annual and sick leave accumulated by each employee in accordance with "Regulations Relating to Annual and Sick Leave of Government Employees (as amended June 26, 1946, effective July 1, 1946 -	2
	(419) CONFIDENTIAL	

#### CONFIDEN TIAL

- 2 -

#### 2. OVERTIME

하루 나는 사이를 보면 하는 이 사람이 다른 이렇게 되는 것은 것 같은 하는 것 같은 사람들이 되었다.	
b. Requests for the approval of overtime in grades P-2 and	
CAF-7 and below will be submitted to the Chief,	2EV1
in detail and in triplicate on Form 32-3, bearing the	25X1
signature of the Chief or the Administrative Officer of the	
Branch, Division or Section initiating the request. Upon re-	t file i sekuret Hillion i sekuret e saka
	0574
if appropriates enter his approval on all three copies and return	25X1
the duplicate and triplicate copies to the initiating officer.	
the original copy being forwarded to the	2EV4
No requests about 1 by	25X1
No requests should be submitted to the Chief of	
I I I I I I I I I I I I I I I I I I I	
formed by employees in grades above the base pay of P-2 or CAF-7.	
c. Approved overtime worked by employees in grades P-2 or	
CAF-7 and below will be recorded on Standard Form 1130, Time and	
Attendance Report, covering the pay period in which performed and	
a duplicate copy of the Form 32-3 bearing approval of the Chief,	
to the The triplicate conv	25X1
of Form oz-s may be retained by the initiating officer.	
그 위에 되었다. 그 사람들에 당한 아이들과 사람들이 있는 사회를 받아 있다면 하나를 하는 것이 되었다. 하는 사람들은 전쟁으로 불편한	
d. Compensation for approved overtime worked will be made to	
the employees in grades P-2. CAF-7 and below at the end of the	
28 day pay period immediately following the 28 day pay period in	
which the work was porformed.	
그가 먹고한 그는 방향병에 따른 한번 불하는 회장에 밝힌 사고 되는 이 그는 그리가 한테 함께 눈된 회의학자	
e ∙ HOLIDAY PAY	
그게 가장 하는 사람들이 가장 하는 것들이 되었다. 그렇게 하는 사람들이 되었다. 그 사람들은 사람들이 되었다.	
Employees assigned to duty on holidays designated by	
Executivo Order per Section 11, Public Law 390 will receive com-	
pensation at double time rates for such duty. However, prior	
approval must be secured from the Chief of the	2571
bn Worm 72 7 in the state of th	25X1

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on Form 32-3 in accordance with the procedure outlined

under 2(b) above.

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- 3 -

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4. DISTRIBUTION OF SALARY CHECKS	
a. Salary checks will be picked up by a designated clark of the Branch, Division, Section, or Unit on the Monday following the close of each 28 day pay period between 11 a.m. and 4:30 p.m. The designated clerk will sign for all checks given to him for distribution. He may retain any undelivered checks for a maximum period of 5 days if it is known by him that he will be able to deliver said checks within that period. Any checks that cannot be delivered shall be returned to the with a memorandum of explanation.	25X
그는 것은 가장 한잔 것을 하실하는 이상이 되었다. 한 사람들이 살아 전 경기 학생들로 하고 살았다. 그는	
b. It is understood that by virtue of necessity, certain special cases may require individual handling with regard to the delivery of individual pay checks. In such instances the details of the delivery may be worked out by the individual employee and the with the knowledge and concurrence of the Branch, Division, Section or Unit in which the employee is working.	
c. The designated clerk charged with the responsibility of delivery of checks must exercise extreme care in the handling thereof in order that they may not become lost and that security may not be violated.	
5. TERMINAL PAY	
a. Employees who are terminated will be paid in accordance with the "Lump Sum Payment Act".	
b. No employee paid from Special Funds who is terminating his service with this organization shall be given final clearance and/or final salary payment until there is on file with the has no liability to the organization for any property or operational monies assigned to him during his employment.	25X
FOR THE DIDECTOR OF CENTRAL INVESTIGATION	
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
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Executive for Personnel	
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Sanc veteral	CENTRAL INTELLIGENCE AGENCY Washington, D. C.		STATINT
TEST TERMINATION	ADMINISTRATIVE INSTRUCTION NUMBER	4 August 1948	
	SUBJECT: Absence for registration and voting.		
12 6	1. The following announcement from the Whi- for the information and guidance of all concerned	te House is quoted i:	
W HSTEWSTAN	maintain voting residence, except where voting by permitted, will be excused for that purpose with for a reasonable time on all election days. Fur will be voting in jurisdictions which require require will be excused for that purpose without charge table time during the registration periods specifi in which they will vote. Such authorized absence the time actually required to vote or register, and in no event should it exceed one working day or registration period.	communities where they absentee ballot is out charge to leave ther, employees who gistration in person to leave for a reason—led by the jurisdiction a should not exceed as the case may be, for each election	
Edwissama 370 32	"In these cases when an employee requests for voting or registration which will require lor in order to enable him to go to his legal resident register, permission will be granted whenever proposed of absence in every of the proposed	nger than one day nce to vote or ncticable and the	
1 3	period of absence in excess of one day will be ch leave or, if annual leave is exhausted, to leave	arged to annual without pay.	
o ja	"This letter supersedes that on the same to the Heads of Executive Departments and Agenche McRoynolds, Administrative Assistant to the Presi	s by William H.	
	I Administr	D S. DAWSON ative Assistant e President"	TATINTL
)	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE		7
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	DISTRIBUTION: All CIA employees	a Manasement	

	교회의 교통으로 본 회사를 보통하고 있다. 그리고 말하는 그런 그림에 얼마를 받았다. 1985년 1월 1일 - 1987년 1일	
	고를 보고하는 다른 이 <u>12시간에 있</u> 는 결과 기술을 다고 들려면 하는 말했다.	
	CENTRAL INTELLIGENCE AGENCY Washington, D. C.	
	ADMINISTRATIVE INSTRUCTION Set 30 14 July 1949	STATINTL
		STATINTL
	SUBJECT: Holiday, Overtime and Night Differential Compensation; Compensatory Leave.	
	1. Authorization and approval of holiday and overtime work shall be made and granted on an hourly basis. Accordingly, payments for holiday and overtime work or the recording of leave taken in lieu of overtime compensation will be made for each full hour of service actually rendered. Leave may not be taken in lieu of holiday compensation.	
	2. Payment of night differential will be made for each <u>full</u> hour of service rendered between the hours of 6:00 PM and 6:00 AM (Standard Time), and no payment will be made for a fractional portion of an hour.	
	3. The intent of this Instruction is to establish uniformity in the authorization of and payment for work performed. It shall be the responsibility of officials within the branches and offices to insure that their employees work <u>full</u> hours of duty in order that compensation due may be	
	granted.	STATINTL
	4. Sections 16, 17 and 18, Administrative Instruction dated 22 April 1949, and the Night Differential Table attached thereto, are hereby amended to the extent of compliance with the foregoing.	
	5. This Instruction shall become effective 24 July 1949.	
	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	STATINTL
	현실 시간 등 시간 기업 등이 하시고 하고 있는데 보고 있는데 보고 있는데 그 사람들이 되었다. 그리고 있다고 있다고 있는데 그리고 있다. 그리고 하시고 있는데 현실 시간 기업 기업 이 전 하는데 보고 있는데 그리고 있다.	
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	하는 것도 있는 것이 되었다. 그는 것으로 가는 것으로 함께 되고 있는 것으로 되었다. 그는 것으로 가는 것으로 가는 것으로 가는 것으로 가는 것으로 했다. 같은 그는 것으로 가는 것으로 가는 하는 것으로 가장 하는 것으로 가는 것으로 가는 것으로 가는 것으로 가장 하는 것으로 가장	

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Holiday, Overtime, and Night Differential Pay and
Compensatory Leave

STATINTL

dated 14 July 1949

STATINTL

STATINTL

1. Paragraph 1b, of Administrative Instruction dated 22 April 1949, is amended to read as follows:

RESCISSION: Administrative Instruction No

"Entries on Standard Form No. 1130, Time and Attendance Report, indicating the time of day an employee worked, shall be Standard, Daylight Saving, or other, depending upon the time observed locally when the work is performed."

- 2. Holiday and overtime work shall be authorized and approved for whole hours. Payment for holiday or overtime work will be computed for each whole hour of work. Leave in lieu of overtime compensation will be recorded for each whole hour of work. Leave may not be taken in lieu of holiday compensation.
- 3. Night differential pay is authorized for each whole hour of work between 6:00 PM and 6:00 AM (Standard, Daylight Saving, or other, depending upon the time observed locally when the work is performed). This provision shall be retroactive to 7 September 1949 in compliance with Public Law 288, 81st Congress.

4. Those parts of paragraphs 16, 17, and 18 of Administrative Instruction No dated 22 April 1949, and the Night Differential Table attached thereto in conflict with this revision are rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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## CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION 30 September	1949
	STATINTL
SUBJECT: Holiday, Overtime, and Night Differential Pay and Compensatory Leave	STATINTL
RESCISSION: Administrative Instruction No.   dated 14 July 19	949
	STATINTL
1. Paragraph 1b, of Administrative Instruction dated 22 April 1949, is amended to read as follows:	
"Entries on Standard Form No. 1130, Time and Attendance Report, indicating the time of day an employee worked, shall be Standard, Daylight Saving, or other, depending upon the time observed locally when the work is performed."	• • • • • • • • • • • • • • • • • • •
2. Holiday and overtime work shall be authorized and approved for whole hours. Payment for holiday or overtime work will be compt for each whole hour of work. Leave in lieu of overtime compensation will be recorded for each whole hour of work. Leave may not be taken in lieu of holiday compensation.	ited i
3. Night differential pay is authorized for each whole hour of work between 6:00 PM and 6:00 AM (Standard, Daylight Saving, or othe depending upon the time observed locally when the work is performed. This provision shall be retroactive to 7 September 1949 in compliant with Public Law 288, 81st Congress.	er, ).
4. Those parts of paragraphs 16, 17, and 18 of Administrative Instruction No. dated 22 April 1949, and the Night Differential Table attached thereto in conflict with this revision are rescinded	
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	STATINTL
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# CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.	14 July 1949	STATINTL
SUBJECT: Holiday, Overtime and Night Differenti Compensatory Leave.	ial Compensation;	
1. Authorization and approval of holiday a be made and granted on an hourly basis. According and overtime work or the recording of leave compensation will be made for each full hour of Leave may not be taken in lieu of holiday compensation.	ingly, payments for taken in lieu of ov service actually re-	holi- zertime
2. Payment of night differential will be m service rendered between the hours of 6:00 PM an and no payment will be made for a fractional por	d 6:00 AM (Standard	nour of l Time),
3. The intent of this Instruction is to es authorization of and payment for work performed. sibility of officials within the branches and of employees work <u>full</u> hours of duty in order that granted.	It shall be the r	espon- t their
4. Sections 16, 17 and 18, Administrative 22 April 1949, and the Night Differential Table by amended to the extent of compliance with the	attached thereto a	dated re here-
5. This Instruction shall become effective	24 July 1949.	
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:		STATINTL
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### CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NUMBER

4 August 1948

STATINTL

SUBJECT: Absence for registration and voting.

- 1. The following announcement from the White House is quoted for the information and guidance of all concerned:
- 2. "In so far as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose without charge to leave for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose without charge to leave for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to wote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.

"In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay.

"This letter supersedes that on the same subject addressed to the Heads of Executive Departments and Agencies by William H. McReynolds, Administrative Assistant to the President, October 12, 1944.

/s/ DONALD S. DAWSON
Administrative Assistant
to the President"

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NUMBER:

STATINTL received CENTRAL INTELLIGENCE AGENCY Washington, D. C. ADMINISTRATIVE INSTRUCTION STATINTL SUBJECT: Absence for registration and voting. 1. The following announcement from the White House is quoted for the information and guidance of all concerned: 2. "In so far as may be practicable without interfering seriously with production, employees who desire to vote at communities where they maintain voting residence, except where voting by absentee ballot is permitted, will be excused for that purpose without charge to leave for a reasonable time on all election days. Further, employees who will be voting in jurisdictions which require registration in person will be excused for that purpose without charge to leave for a reasonable time during the registration periods specified by the jurisdiction in which they will vote. Such authorized absence should not exceed the time actually required to wote or register, as the case may be, and in no event should it exceed one working day for each election or registration period. "In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be charged to annual leave or, if annual leave is exhausted, to leave without pay. "This letter supersedes that on the same subject addressed to the Heads of Executive Departments and Agencies by William H. McReynolds, Administrative Assistant to the President, October 12, 1944. /s/ DONALD S. DAWSON Administrative Assistant to the President" STATINTL FOR THE DIRECTOR OF CENTRAL INTELLIGENCE Executive for Administration and Management DISTRIBUTION: All CIA employees

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ADMINISTRATIVE INSTRUCTION NO.	1949
	STATINTL
/ // //	'STATINTL
dated 22 April 1949.	
In accordance with Decision of the Comptroller General.	
No. B-83881 dated 17 March 1949, the regulations contained in Section for	ersgrupky
3 paragraphs f and g. Administrative Instruction dated 22 April	STATINTL
1949, are rescinded and the following substituted:	
"f. Annual leave programs will be planned in advance	
and scheduled so as not to impair the efficiency of operations.	
Supervisors responsible for approving leave will assure that	
employees are afforded an opportunity to avail themselves of	
earned annual leave. An employee may be placed on annual leave	
in any case in which the supervisor responsible for approving	
leave considers it desirable from an official standpoint.	
Employees scheduled for leave during periods not desired by	
them may elect to refuse such leave periods, but refusal may	
result in forfeiture of that amount of annual leave which is in	
excess of the maximum that can be carried forward into the	
succeeding year."	
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
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	General Counsel	7/28/19
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	도로 보고 있는 경상이 있는 것은 경우 기계를 다 함께 있었습니다. 현급 현실 기계를 로마스 등 기계를 하는 것이 되었습니다. 그 기계를 하는 것이 되었습니다.	

Next 1 Page(s) In Document Exempt

Executive Rogistry

7 July 1949

MEMORANDUM FOR: THE EXECUTIVE

SUBJECT:

ANNUAL LEAVE

l. If it has not already come to your attention, a recent Decision of the Comptroller General, No. B-83881 of 17 March 1949 (28 C.G. 526), is of interest in connection with the published CIA annual leave policy.

2. In effect, the Decision states that an employee may be placed on annual leave in any case in which the administrative office considers it desirable from an official standpoint. A specific instance is the case in which an employee may be placed on annual leave without his consent when work is slack in his particular activity, but which is not sufficiently so as to warrant complete suspension of those operations.

T.A.W.P.FNICE D. LI.

LAWRENCE R. HOUSTON General Counsel

cc: Personnel Officer

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CENTRAL INTELLIGENCE AGENCY Washington, D. C. 17 November 1948 TOTICTION ADMINISTRATIVE NUMBER STATINTL STATINTL SUBJECT: Legal Holidays dated 24 June 1948, Paragraph 15, Administrative Instruction changed to read as follows: 15. Holidays a. Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as for overtime work and pay as shown in 14 above. An employee can only be excused or paid holiday rates for that portion of his tour of duty which actually falls within the 24-hour holiday period, and not to exceed 8 hours. b. (1) The following days are established by law as Legal STATINTL Holidays: - New Year's Day 1 January - Washington's Birthday 22 February - Memorial Day 30 May - Independence Day 4 July First Monday of September - Labor Day - Armistice Day 11 November - Thanksgiving Day Fourth Thursday of November - Christmas 25 December (2) Whenever any of the above holidays fall on Sunday --(a) The following Monday will be officially observed as the holiday and non-work day by the employees whose regular work week is Monday through Friday. (b) Sunday will be officially observed as the holiday and non-work day by employees whose regular work week includes Sunday. (3) When a Legal Holiday falls on Saturday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below. (4) Holiday provisions other than those specified by law are announced by Presidential Proclamation. Employees will be

officially notified of holidays proclaimed by the President immediately upon receipt of the official announcement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for

Administration and Management

DISTRIBUTION: All CIA employees

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# CENTRAL INTELLIGENCE AGENCY Washington, D.C.

ADMINISTRATIVE INSTRUCTION NO.	9 August 1949	
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SUBJECT: Time, Leave, and Pay		STATINTI
RECISSION: Paragraphs 3. f and 3. g, Adminis No. dated 22 April 1949.	trative Instruction	
In accordance with Decision of the Compt B-83881 dated 17 March 1949, the regulations 3. f, and 3. g, Administrative Instruction 1949, are rescinded and the following substitu	contained in paragraphs dated 22 April	STATINTL
"f. Annual leave programs will be pl scheduled so as not to impair the effici Supervisors responsible for approving le employees are afforded an opportunity to earned annual leave. An employee may be leave in any case in which the superviso approving leave considers it desirable f point. Employees scheduled for leave du desired by them may elect to refuse such refusal may result in forfeiture of that which is in excess of the maximum that c into the succeeding year."  FCR THE DIRECTOR OF CENTRAL INTELLIGE	ency of operations.  ave will assure that  avail themselves of  placed on annual  r responsible for  rom an official stand-  ring periods not  leave periods, but  amount of annual leave  an be carried forward	
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CENTRAL INTELLIGENCE AGENCY Washington, D. C.	AI 17 November 1948 4/22/49
ADMINISTRATIVE INSTRUCTION	17 November 1948 4/2 1/49
NUMBER	STATINTI
SUBJECT: Legal Holidays	STATINTI
Paragraph 15, Administrative Instruction is changed to read as follows:	dated 24 June 1948,
15. <u>Holidays</u>	
a. Work to be performed on a holiday for we be granted must be authorized and approved in as as for overtime work and pay as shown in 14 about only be excused or paid holiday rates for that a duty which actually falls within the 24-hour holiday caseed 8 hours.	dvance in the same way we. An employee can portion of his tour of
b. (1) The following days are established Holidays:	i by law as Logal
22 February - Wash 30 May - Memo 4 July - Inde First Monday of September - Labo 11 November - Arm Fourth Thursday of November - Than	Year's Day mington's Birthday orial Day ependence Day or Day istice Day nksgiving Day istmas
(2) Whenever any of the above holidays	s fall on Sunday
(a) The following Monday will be as the holiday and non-work day by the regular work week is Monday through Fr	employees whose
(b) Sunday will be officially obtaind non-work day by employees whose reg Sunday.	
(3) When a Legal Holiday falls on Satuadditional non-work day unless proclaimed lindicated in (4) below.	urday, there will be no by the President as
(4) Holiday provisions other than thus are announced by Presidential Proclamation	
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officially notified of himmediately upon receipt	olidays proclaimed by the President of the official announcement.	) STATINTL
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지역 경험 이 기업 시간 시간 등록 함께 되었다. 1919년 - 1일 - 1일 기업		
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사용 등에 발견되는 게 살려고 하는데 보고 있다. 		
	성실을 받아 들었다고 있다. 그런 이 전에 있는 것이다. 생물을 다 있는 것이 되었다. 그런 사람들이 있는 것이 없었다.	
	일 사용을 잃었다. 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은	
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# CENTRAL INTELLIGENCE AGENCY Washington, D.C.

ADMINISTRATIVE INSTRUCTION NO.	9 August 1949
병원의 강조림이는 이 <del>트로드</del> 라면 경독하면 있다.	STATINTL
SUBJECT: Time, Leave, and Pay	
RECISSION: Paragraphs 3. f and 3. g, Admini No. lated 22 April 1949.	strative Instruction STATINTL
	STATINTL
In accordance with Decision of the Comp B-83881 dated 17 March 1949, the regulations 3. f, and 3. g, Administrative Instruction 1 1949, are rescinded and the following substi	contained in paragraphs dated 22 April
"f. Annual leave programs will be p scheduled so as not to impair the effic Supervisors responsible for approving 1 employees are afforded an opportunity t earned annual leave. An employee may b leave in any case in which the supervis approving leave considers it desirable point. Employees scheduled for leave d desired by them may elect to refuse suc refusal may result in forfeiture of tha which is in excess of the maximum that into the succeeding year."  FOR THE DIRECTOR OF CENTRAL INTELLIG	eiency of operations.  Leave will assure that  to avail themselves of  the placed on annual  ter responsible for  from an official stand-  turing periods not  the leave periods, but  at amount of annual leave  can be carried forward
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ADMINISTRATIVE I NUMBER	· • · · · · · · · · · · · · · · · · · ·		.17 November 1948	STATINTI
SUBJECT: Legal	Holidays			STATINT
Paragraph l is changed to re	5, Administrative ad as follows:	Instruction N	o. dated 24 June 192	48,
15, <u>Holidav</u>	<u>s</u> /			
as for overt only be excu	ime work and pay a sed or paid holida ctually falls with	and approved : as shown in 14 av rates for the	for which holiday pay wil in advance in the same wa above. An employee can hat portion of his tour or r holiday period, and not	y
b. (1) Holidaya	The following da	ys cre establi	ished by law as Logal	
	1 January 22 February 30 May 4 July First Monday of 11 November Fourth Thursday 25 December	September -	New Year's Day Washington's Birthday Memorial Day Independence Day Labor Day Armistice Day Thanksgiving Day Christmas	
(2)	Whenever any of	the above holid	days fall on Sunday	16 1. 16 1. 16 1. 16 16 1. 16 1. 16 1. 16 1. 16 1.
as t	(a) The following	ng Monday will	be officially observed	
arid 1 Sunda	non-work day by en	be officially aployees whose	observed as the holiday regular work week includ	es
add: 010116	When a Legal Holi Il non-work day un I in (4) below.	day falls on S less proclaime	Saturday, there will be n ed by the President as	Ó
(4) are annou	Holiday provision nced by President	s other then t ial Proclamati	hose specified by law on. Employees will be	
Capici sent to				
				STATINTL

Approved For Release 2003/01/17 : CIA-RDP81-00728R000100010043-6

FOR THE DIRECT	OR OF CENTRAL INTELLIGENCE:
DISTRIBUTION: All CIA employees	Executive for Administration and Management STA

CENTRAL INTELLIGENCE AGENCY Washington, D. C.		
ADMINISTRATIVE INSTRUCTION 27 Oc.  SUBJECT: Leave for Part-Time Employees.	otober 1949	STATINT
1. In accordance with Public Law 316, 81st Congress, 5 October 1949, part-time employees, for whom there has be lished a regular tour of duty covering not less than five any administrative workweek, will accrue one hour annual levery 10 hours of duty, and one hour of siek leave for every	days in leave for	
of duty.		STATINT
2. Paragraph 14a of Administrative Instruction 22 April 1949, is rescinded.	dated	
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:		
		STATINTI
EXSCUTIVE		
화고 되었다. 하는 이 등을 통하는 말이 되었다. 그 말이 없다.		
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그런 하는 그들은 중에 발생하는 사람들은 사람들이 되었다. 그런 사람들은 사람들이 되었다. 소리가 있는 것이 하는 것이 되었다. 그렇게 되었다. 그런 사람들은 사람들은 사람들이 사람들이 되었다.		
가마리 경험 가득하는 경우 하다 얼마는 소리를 가는 것을 하는 사람들이 가를 가는 것이다고 하다. 가다		

CENTRAL INTELLIGENCE AGENCY Washington, D. C. ADMINISTRATIVE INSTRUCTION 28 Jenuary 1949 STATINTL Time, Leave and Fay (Official Working Hours) SUBJECT: The official working hours for all activities of the Central Intelligence agency are from 0830 to 1700 hours, Monday through Friday of each STATINTL week. These hours provide for thirty minute luncheon period, FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: Acting Executive DISTRIBUTION: All CIA Employees. STATINTL 

CENTRAL INTELLIGENCE AGENCY Washington, D. C.  ADMINISTRATIVE INSTRUCTION NO.  SUBJECT: Leave for Part-Time Employees.  1. In accordance with Public Law 316, 81st Congress, effective 5 October 1949, part-time employees, for whom there has been estab- lished a regular tour of duty covering not less than five days in any administrative workweek, will accrue one hour annual leave for every 10 hours of duty, and one hour of sick leave for every 17 hour of duty.  2. Paragraph 14a of Administrative Instruction 22 April 1949, is rescinded.  STATINT FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  Executive	
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22 April 1949, is rescinded.  FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:  STATINT  STATINT	1
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DISTRIBUTION: A	
. 그리다 되고 보고 있는데 하는데 이 등에 보고 보고 있다. 그리고 있는데 그런 그리고 있는데 사람들이 되었다. 그런데 보고 있는데 그런데 그리고 있다. 그리고 있는데 그리고 있다.	
고려하는 경기에는 그 전문에는 하는 경기를 받는 것으로 하는 것으로 보는 것으로 되었다. 하는 것은 것으로 가장 보면 있는 것으로 보는 것으로 되었다. 하는 것은 것으로 가장 보면 있는 것으로 되었다.	

# CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.	2 <b>7</b> October 1949	STATINTL
SUBJECT: Leave for Part-Time Employees.		
1. In accordance with Public Law 316, 81 5 October 1949, part-time employees, for whom lished a regular tour of duty covering not les any administrative workweek, will accrue one hevery 10 hours of duty, and one hour of sick 1 of duty.  2. Paragraph 14a of Administrative Instr 22 April 1949, is rescinded.	there has been estab- s than five days in nour annual leave for leave for every 17 hours	STATINTL
FOR THE DIRECTOR OF CENTRAL INTELLIGE	NCE:	STATINTL
Executive		

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.	4/22/49
ADMINISTRATIVE INSTRUCTION 28 Jenuary 1949 NO.	STATINTL
SUBJECT: Time, Leave and Pay (Official Working Hours)	
The official working hours for all activities of the Central Intel	<b>li-</b>
gence Agency are from 0830 to 1700 hours, Monday through Friday of each	
week. These hours provide for a thirty minute luncheon period.	STATINTL
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
Acting Executive	
DISTRIBUTION: All CIA Employees.	

25X1A	CENTRAL INTELLIGENCE AGENCY RESTRICTED  Washington, D. C.
25X1A	ADMINISTRATIVE INSTRUCTION: NO. SUBJECT: Jury Duty
25X1A	1. Paragraph 11 a. Administrative Instruction is amended by adding the following:
	"ll.a.(1). It is Agency policy to encourage jury service where ever possible without serious interference with Agency operations.  An official Agency request for an excuse from jury duty will be
	made only on the basis of unusual pressure of work, security of operations or other adequate official reasons. Except for security
	of operations, normally a postponement rather than an excuse from  duty will be made. Requests for excuse from jury duty or postponement  though the anitted briefs or they cancelled to the Legal Staff for action."
25X1A	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
	Executive Executive
25X1A	CONCURRENCE:  Legal Staff (DATE) 7 Nov 1949
	RESTRICTED

	STATINTL
	RESTRICTED: 16 9 19i
	CENTRAL INTELLIGENCE AGENCY Washington, D. C.
STATINTL	ADMINISTRATIVE INSTRUCTION 8 November 1949
	SUBJECT: Jury Duty.
STATINTL	Daragraph lla, Administrative Instruction is amended by adding the following:
	"llea.(1). It is Agency policy to encourage jury service wherever possible without serious interference with Agency operations. An official Agency request for an excuse from jury duty will be made only on the basis of unusual pressure of work, security of operations, or other adequate official reasons. Except for security of operations, normally a postponement rather than an excuse from duty will be made. Requests for excuse from jury duty or postponement will be forwarded through the Assistant Director or Staff Chief concerned to the Logal Staff for action."
STATINTL	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
SIATINIE	경기 발표하는 경영 기업을 보고 있는 기업을 가장 함께 보고 있다. 경영 경영 경영 기업 경영 기업을 보고 있는 것이 있는 사람들이 있는 사람들이 되었다. 그 사람들이 되었다. 사
	DISTRIBUTION: A
	마이 이 경험 전 경험 등로 등록하고 있다. 그는 것으로 하고 있다고 있는 것으로 보고 있는 것으로 보고 있습니다. 그런 그는 것으로 가는 것으로 되었다. 그런 것으로 보고 있는 것으로 보고 있습니 
	마음 마음이 있는 경험 경험을 보고 있는 것이 되었다. 그런 그런 사람이 되었다는 것이 되었다는 것이 되었다. 그런 사람이 가는 것이 하는 것이 없는 것이 없는 것이 없는 것이 없는 것이 없는 것이 사람이 하는 것이 되었다. 그런
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	RESTRICTED!		
	CENTRAL INTELLIGENCE AGEN Washington, D. C.	JCY	
STATINT	ADMINISTRATIVE INSTRUCTION NO.	8 November 1949	
	SUBJECT: Jury Duty.		
STATINTL	<b>E</b> aragraph lla, Administrative Instruction by adding the following:	on is amended	
COLORED TO THE COLORE	"11.a.(1). It is Agency policy to wherever possible without serious inter operations. An official Agency request jury duty will be made only on the basi of work, security of operations, or oth reasons. Except for security of operat ponement rather than an excuse from dut quests for excuse from jury duty or poswarded through the Assistant Director to the Legal Staff for action."  FOR THE DIRECTOR OF CENTRAL INTELLIGENCE.	rference with Agency t for an excuse from is of unusual pressure her adequate official tions, normally a post- ty will be made. Re- stponement will be for- or Staff Chief concerned	
STATINTL	FOR THE DIRECTOR OF CENTURE INTERPOLATION		
	가장, 내용, 10 전에 보고 있는데 그 사람이 되었다. - 일본, 중일 시간에 되어 되어 있는데 한 사람이 되었다.		
1 시간 1 시간 시간 1 시간			legis Sv <sub>e</sub> j
	Executive		
	마음 경기도 가는 등에 가르고 있다. 그리아 및 이렇게하고 있다가 함께 되었다. 12		
	실용하고 보다 경기에 가장 되었다는 사람들이 있는 사람들이 되었다. 상대 기가 발생하다는 것이 되었다는 것이 되었다는 것이 되었다.		
	DISTRIBUTION: A		
	가게 되고 있는 것이 되었다면 하는데 보다는 것이 되었다는 것이 되었다. 동네는 사람이 사람이 없어서 하는 사람이 가지 않는데 되어 가장하는 것이다.		
	다 하는 것이 되었다. 그 아이는 말이 되는 것이 되면 하는 것이 되는 것이 되었다. 일반 10년 - 1일 1일 :	하는 것이 있는데 이번 보다 되면 다음을 다른다. 이 바로 이 중요 (1988년 - 일본) 중요 (1987년 -	
	- 프로젝트 그렇지 - 트로프스트 및 시민은 회사는 회사를 다 하다.	되는 본문장이 아내로 그는 말로만 그런 시간에 되었다.	

	CETTRAL INTELLIC Cashing ton		
STATINTL	ADTRISTRATIVE INSTRUCTION 170.	<b>1</b> 5 Fel	orusry 1949
	SUBJECT: Annual Leave. (Time, Leave a	nd Pay)	
STATINTL	Paragraph 2, Administrative Instr is changed by substituting sub-paragrap as follows: 2. Annual Leave	uction detcd h "f" and adding sub-	24 June 1948, paragraph "g"
	f. Every supervisor responsibe that employees are afforded themselves of earned annual leave to the extent that he annual leave.	d an equitable opportude leave. No employee	unity to avail will be denie
	g. Annual leave programs will so as not to impair the ef scheduled for leave during elect to refuse such leave tute voluntary forfeiture of the maximum that may be	ficiency of operations periods not desired a periods, but refusal of annual leave which	s. Employees by them may will consti-
STATINTL	FOR THE DIMECTOR OF COURAL INTELY	IGNA <b>CE:</b>	
	DISTRIBUTION: ALL CIA ELPLOYESS.	Acting Executive	

STATINTL	CEUTRAL INTELLIGINCE AGENCY  AI  CENTRAL INTELLIGINCE AGENCY  4/22/6
	CELTRAL INTELLIGENCE AGENCY  Mashington, D. C.  4/22/4
STATINTL	ADDITION 15 February 1949
STATINTL	SUBJECT: Annual Leave. (Time, Leave and Pay)
	Paragraph 2, Administrative Instruction dated 24 June 1948, is changed by substituting sub-paragraph "f" and adding sub-paragraph "g" as follows:  2. Annual Leave
	f. Every supervisor responsible for approving leave will assure that employees are afforded an equitable opportunity to avail themselves of earned annual leave. No employee will be denied leave to the extent that he will suffer a loss of accrued annual leave.
	g. Annual leave programs will be planned in advance and scheduled so as not to impair the efficiency of operations. Employees scheduled for leave during periods not desired by them may elect to refuse such leave periods, but refusal vill constitute voluntary forfeiture of annual leave which is in excess of the maximum that may be accrued.
	FOR THE DIRECTOR OF COURTAIN INTELL IGENCE:
STATINTL	25 the 19 24 - 19 the 19 the 19 25 t
	Acting Executive
	DISTRIBUTION: ALL CIA ELPLOYMES.

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

10)

ADMINISTRATIVE INSTRUCTION NO.

SUBJECT: Time, Leave and Pay.

Administrative Instruction No. dated 22 April 1949, is hereby amended. Paragraph Number 8 is renumbered number 9, and subsequent paragraphs accordingly:

STATINTL STATINTL

"8. Leave in the United States from Overseas Posts

"a. Eligibility for Home Leave

Heme leave will be granted an employee who was a resident of the United States, or its Territories and Dessessions, at the time of employment by the government, after two years continuous service abread, or as seen thereafter as possible, provided that he has accorded to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least 30 calendar days.

"b. Exemption of Necessary Travel Time on Heme Leave

leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States, or its Territories and Dessessions, and such time as may be necessarily occupied in awaiting transportation.

".. Non-availability for Work

While on home leave in the Continental United States, the employee shall not be available for work or duties except in the Agency, or for training or recrieatation for work, or for military leave when authorized, and the time for such work or duty or military leave shall not be ecunted as leave.

Two Years Continuous Agoney Service Abread

- shall begin upon efficially reporting for duty at his permanent duty station.
- "(2) The fellowing types of leave shall not constitute a break in continuous Agency service abread:

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30 7

"(a) Annual or sick loave granted an employee while temperarily in the United States for purposes of official consultation.

return to the United States, or its Territories and Ressessions, at his personal expense for the sele purpose of meeting a personal emergency.

"(e) A peried of sick leave granted an employee to return to the United States, or its Territories and possessions, under proper authorization at government expense.

(5) Although the types of leave set forth under d(2)(a), (b), and (c), above, do not constitute a break in continuous agony service abread, they do not count as service abread. Thus, the period of continuous agony service abread must be extended beyond the original two years for a period equal to the amount of such leave.

"e. Non-exemption of Trabel Time

Annual or sick leave granted under the circumstances set forth in d(2)(b) and (c), above, shall be calculated from the time of departure from the assigned post of duty and will include all the clapsed normal working time away from the post."

R. H. HILLENKOETTER
Rear Admiral, USB
Director of Contral Intelligence

DISTRIBUTION: A

TO :	Management Officer DATE: JUL 31	19 <b>50</b>
FROM :	Assistant Director for Operations	
subject:	Temporary Duty Enroute to Overseas Posts	STATINTL
TO: FROM: SUBJECT: References:	a. Administrative Instruction dated 20 June 1950 b. Our concurrence sheet (provisional upon suggested changes) dated 14 April 1950 to 31 March draft of same Administrative Instruction c. Draft of same Administrative Instruction, dated 11 May 1950 (concurred in by this office on 19 May without comment)	
ind we dra and	1. With regard to our recent conversation on this subject, the llowing statement is submitted merely for your convenience and for clusion in the relevant files. You will note that the change which requested in the 31 March draft was incorporated into the 11 May aft as Paragraph F 2, (reference c). It took care of this problem is we concurred in the draft. The necessary paragraph was, however itted from the instruction as issued.  2. Paragraph 8d (1) of reference a. now states, "Two years' contents of the state of the st	
ti; at	muous service abroad shall begin upon officially reporting for dut, his permanent duty station."	STATS
SPEC		
	3. It is therefore recommended that reference regulation be	How abo
em wh	3. It is therefore recommended that reference regulation be ended to permit "temporary duty served at overseas field stations ile en route to an assigned station" to be counted as continuous se e abroad.	How about to from
em wh	ended to permit "temporary duty served at overseas field stations; ile en route to an assigned station" to be counted as continuous se	How also How AND From STATIN
<b>w</b> h	ended to permit "temporary duty served at overseas field stations; ile en route to an assigned station" to be counted as continuous se	
am. Wh	ended to permit "temporary duty served at overseas field stations; ile en route to an assigned station" to be counted as continuous se e abroad.	
em wh	ended to permit "temporary duty served at overseas field stations; ile en route to an assigned station" to be counted as continuous se e abroad.  GEORGE G. CAREY	

STATINTL

## CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMI	NISTRATIVE	INSTRUCTION
NO.		

15 June 1950

SUBJECT: Time, Leave, and Pay.

STATINTL

STATINTL

dated 22 April 1949, is hereby Administrative Instruction amended. Paragraph number 8 is renumbered number 9, and subsequent paragraphs accordingly;

8. Leave in the United States from Overseas Posts

K. Eligibility for Home Leave

Home leave will be granted an employee who was a resident of the United States, or its Territories and Possessions, at the time of employment by the government, after two years continuous service abroad, or as soon thereafter as possible, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least 30 calendar days.

**ILLEGIB** 

Exemption of Necessary Travel Time on Home Leave

Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States, or its Territories and Bossessions, and such time as may be necessarily occupied in awaiting transportation.

-C 9. Nonavailability for Work

While on home leave the employee shall not be available for work or duties except in the Agency, or for training or reorientation for work, or for military leave when authorized, and the time for such work or duty or military leave shall not be counted as leave.

Two Year Contract?

(1) An employee assigned from headquarters to an overses permanent duty station shall execute a heyo year overseas contract", Form No. 51-104 or 55-104, before leaving the United States.

-1-

	the yea	its Territories and Posse	esident of the United States ssions, and is employed by required to execute a "thom No. 51-104 or 55-104 at y the Agency.	
	d. p.	Two Years' Continuous	Service Abroad	ILLEGIB
week 2 days of the control of the co	sha	(1) The two years continued to the continue of	nuous service abroad	ILLEGIB
	sti	(2) The following types tute a break in continuous	of leave shall not con- ervice abroad:	ILLEGIB
		(a) Annual or sick employee while temporari States for purposes of or	ly in the United	
		employee to return to the Territories and Possession	nual leave granted an e United States, or its ons, at his personal cose of meeting a personal	
		(c) A period of side employee to return to the Territories and Possessic sation at government expe	united States, or its	
LLEGIB	brea not 'cont beyo the	nd the original two years amount of such leave.	do not constitute a ervice abroad", they do . Thus, the period of oad" must be extended for a period equal to	ILLEGIB
	stan be c assi,	Annual or sick leave grances set forth in \$(2)(b) alculated from the time or gned post of duty and will al working time away from	ted under the circum- and (c), above, shall f departure from the l include all the classed	
ILLEGIB				
	DISTRIBUTION:	<b>.</b> -2-	Acting Executive	STATINTL.

	Executive 21 June 1950	
	Logal Staff	STATINTL
	Revision of Administrative Instruction	STATINTL
	1. Administrative Instruction regarding leave in the United States from overseas post, has been reviewed by this office, and we should like to make the following comments.	
	2. It is noted under paragraph 8 a. that home leave will be granted only "after two years' continuous Agency service abroad." We do not know if this was intentional, but the effect is to deny employees recruited abroad from other Government agencies the benefit of any services prior to their employment by this Agency.	
FOIAB5		
	h. It is noted in regard to paragraph 8 c., the act provides for employees on home leave "in the continental United States" rather than simply those "on home leave."	
	5. In answer to your question, there is no provision in P.L. 110, or subsequent delegations thereunder, whereby the Executive has authority to sign this instruction.	
		STATINTL
STAT	cc: Subject Chrono	
	Attach: 2 Stencils Background file.	

COPY

# CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRA NO•	TIVE INSTRUCTION	30 June 1950	STATINTL
SUBJECT:	Time, Leave and Pay		STATINTL
amended.	nistrative Instruction No.  Paragraph Number 8 is renumber accordingly:	dated 22 April 1949, is hereby ed number 9, and subsequent	
118.	Leave in the United States from	m Overseas Posts	
	"a. Eligibility for Home Leav		
	Home leave will be grante resident of the United States, possessions, at the time of em ment, after two years continuous soon thereafter as possible, p crued to his credit at the tim leave sufficient to carry him the United States for at least	ployment by the govern- ous service abroad, or as provided that he has ac- ne of such order annual in a pay status while in	
	"b. Exemption of Necessary Tr	avel Time on Home Leave	
	Leave of absence granted clusive of the time actually a going to or from residence in Territories and possessions, a necessarily occupied in awaiti	the United States, or its and such time as may be	
	"c. Non-availability for Work		
	except in the Agency, or for	training or reorientation for	
	"d. Two Years' Continuous Sen	없는 그 사람에 가지, 이미들이에게 그렇다면 걸다.	
	"(1) The two years' conshall begin upon officially in manent duty station.	eporting for duty at his per-	ILLEGIE
	····	,	

STATINTL

- "(2) The following types of leave shall not constitute a break in continuous service abroad:
  - "(a) Annual or sick leave granted an employee while temporarily in the United States for purposes of official consultation.
  - "(b) A period of annual leave granted an employee to return to the United States, or its Territories and possessions, at his personal expense for the sole purpose of meeting a personal emergency.
  - "(c) A period of sick leave granted an employee to return to the United States, or its Territories and possessions, under proper authorization at government expense.
- "(3) Although the types of leave set forth under d(2)(a), (b), and (c), above, do not constitute a break in 'continuous service abroad', they do not count as 'service abroad'. Thus, the period of 'continuous service abroad' must be extended beyond the original two years for a period equal to the amount of such leave.
- "e. Non-exemption of Travel Time

Annual or sick leave granted under the circumstances set forth in d(2)(b) and (c), above, shall be calculated from the time of departure from the assigned post of duty and will include all the elapsed normal working time away from the post."

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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f Exec CONFIDENTIAL 25X1A MEMORANDUM FOR 11 May 1950 TROIT: Management Officer Draft of Administrative Instruction ro Time, Leave, SUBJECT: and Pay. 1. There is reproduced below a re-draft of a proposed Administrativo Instruction concerning time, leave, and pay. A provious draft was circulated on 31 March 1950. The suggested revisions have been incopporated into this re-draft. by 22 Hay 1950. 25X1A AN INISTRATIVE INSTRUCTION NO. 25X1A SUBJECT: Time, Leave, and Pay. 25X1A dated 22 April 1949, is Administrative Instruction heroby amended. Paragraph number 8 is renumbered number 9, and subsequent paragraphs accordingly. 8. Leave in the United States from Overseas Posts A. Eligibility for Homo Loave Home loavo will be granted an employee who was a Possessions at the time of employment latter two years continuous Agency service abroad, or as soon thereafter as possible, provided that he has accrued to his credit at the time of such order amual leave sufficient to carry him in a pay status while in the United States for at least 30 calendar days.

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nocossarily occupied in awaiting transportation.

B. Exemption of Nocossary Travel Time on Home Leave

Loave of absonce granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States, or its territories and possessions, and such time as may be

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Por Diem during the period of travel will be paid in accordance with the applicable Foreign Service Regulations proofs that 20 has of mark than 21 hours on route must be justified in writing.

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Non Availability for Work

While on home leave the employee shall not be available for work or duties except in the Agency, or for training or reprientation for work, or for military leave when authorized and the time for such work or duty or military leave shall not be counted as leave.

### 🕰 Two Year Contract

(1) An employee assigned from headquarters to an everseas permanent duty station shall execute a "two year everseas contract", Ferms No. 51-104, or 55-104 before leaving the United States.

(2) A porson who is a resident of the U.S., or its territories and possessions, and is employed by the Agency everseas shall be required to execute a "two year everseas contract", Form No. 51-104 or 55-104 at the time of his employment by the Agency.

# E Two years Continuous Agency Service Abroad

(1) The two years continuous Agency, service abroad shall begin upon officially reporting for duty at his permanent duty station.

(2) Pin up nt at a temperary duty station prior to apprehing to a permanent duty station will be credited award two years continuous degency service abroad provided here is no break in continuous degency service abroad a continuous deservices according to the continuous deservices and continuous deservices about the continuous deservices are continuous deservices according to the continuous deservices and continuous deservices are continuous deservices and continuous deservices are continuous deservices are continuous deservices and continuous deservices are continuous de

The following types of leave shall not constitute a break in continuous Agency service abroad:

(a) Annual or sick leave granted an employee while temperarily in the United States for purposes of official consultation.

(b) A period of annual leave granted an employee to return to the United States, or its territories and cossessions, at his personal expense for the sole purpose of meeting a personal emergency.

(c) A period of sick leave granted an employee

to return to the United States, or its forritories and cossessions, under proper authorization at government expense.

(4) Although the types of leave set forth under **E(1)**(a),(b), and (c), above, do not constitute a break in "continuous Agency service abroad", they to recount as "service abroad". Thus, the period of "continuous Agency service abroad" must be extended beyond the original two years for a period equal to the amount of such leave.

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G. Non-Excription of Travel Time

Annual or sick loave granted under the circumstances set forth in (b), and (c), above, shall be calculated from the first of departure from the assigned post of duty and will include all the chapsed normal working time away from the post.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO.

SUBJECT: Time, Leave and Pay

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SUBJECT: STATINTL

Administrative Instruction No. dated 22 April 1949, is hereby amended. Paragraph Number 8 is renumbered number 9, and subsequent paragraphs accordingly:

- "8. Leave in the United States from Overseas Posts
  - "a. Eligibility for Home Leave

Home leave will be granted an employee who was a resident of the United States, or its Territories and possessions, at the time of employment by the government, after two years continuous service abroad, or as soon thereafter as possible, provided that he has accrued to his credit at the time of such order annual leave sufficient to carry him in a pay status while in the United States for at least 30 calendar days.

"b. Exemption of Necessary Travel Time on Home Leave

Leave of absence granted for home leave shall be exclusive of the time actually and necessarily occupied in going to or from residence in the United States, or its Territories and possessions, and such time as may be necessarily occupied in awaiting transportation.

"c Non-availability for Work

While on home leave in the Continental United States, the employee shall not be available for work or duties except in the Agency, or for training or reorientation for work, or for military leave when authorized, and the time for such work or duty or military leave shall not be counted as leave.

- "d. Two Years' Continuous Service Abroad
- "(1) Two years continuous service abroad shall begin upon officially reporting for duty at his permanent duty station.

"(2) The following types of leave shall not constitute a break in continuous service abroad.

- "(a) Annual or sick leave granted an employee while temporarily in the United States for purposes of official consultation.
- "(b) A period of annual leave granted an employee to return to the United States, or its Territories and possessions, at his personal expense for the sole purpose of meeting a personal emergency.
  - "(c) A period of sick leave granted an employee to return to the United States, or its Territories and possessions, under proper authorization at government expense.
- "(3) Although the types of leave set forth under d(2)(a), (b), and (c), above, do not constitute a break in continuous service abroad, they do not count as service abroad. Thus, the period of continuous service abroad must be extended beyond the original two years for a period equal to the amount of such leave.
- "e. Non-exemption of Travel Time

Annual or sick leave granted under the circumstances set forth in d(2)(b) and (c), above, shall be calculated from the time of departure from the assigned post of duty and will include all the elapsed normal working time away from the post."

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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# CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.

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SUBJECT: Time, Leave and Pay

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"d. Two Years! Continuous Service Abroad

"(1) Two years continuous service abroad shall begin upon officially reporting for duty at his permanent duty station.

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  - "(c) A period of sick leave granted an employee to return to the United States, or its Territories and possessions, under proper authorization at government expense.
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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

SUBJECT: Time, Leave and Pay

19 December 1950

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1. Paragraph 1s, Administrative Instruction dated 22 April 1949, is hereby rescinded and the following substituted therefor:

"la(1) The normal official working hours for all activities of the Agency are from 0830 hours to 1700 hours Monday through Saturday. Office heads will arrange Saturday schedules so that individual employees will normally be required to work only 44 hours per week. In addition each activity will maintain a skeleton staff on duty from 0830 hours to 1700 hours on Sundays and Holidays.

(2) The requirement for requests for overtime prescribed by paragraph 17, Administrative Instruction does not apply in connection with this Instruction."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL Deputy Director for Administration

Distribution: No. 3

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CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

2 February 1951

SUBJECT: Time, Leave and Pay.

Administrative Instruction dated 19 December 1950, is hereby rescinded and the following substituted therefor:

- "la(1) The normal official working hours for all activities of the Agency are from 0830 hours to 1700 hours, Monday through Saturday, unless otherwise specifically provided by Agency directives.
- "(2) Normally no individual will be required to work more than 88 hours in any single pay period. It is suggested that one method of achieving this is to utilize one-half of a Staff or Office for a full day on alternative Saturdays. However, Assistant Directors and Office Heads have the discretion as to the number of employees necessary to accomplish the Saturday workload.
- "(3) Each activity will maintain a skeleton staff on Sundays and holidays from 0900 hours through 1630 hours to the extent necessary to cover urgent and unexpected problems adequately. Each Assistant Director or Office Chief concerned shall determine the staff necessary to provide the Director's Office with such service.
- "(4) The Deputy Director (Administration) or the Assistant Deputy Directors (Administration) will be on duty on Sundays and holidays and all emergency administrative matters will be referred directly to that Office on those days.
- "(5) The requirement for requests for overtime prescribed by paragraph 17, Administrative Instruction No. does not apply in connection with this Instruction."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Assistant Deputy Director (Administration)

DISTRIBUTION: #3

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STATINTL	ADMINISTRATIVE INSTRUCTION NO.
	SUBJECT: Time, Leave and Pay
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	of achieving this is to utilize one-half of a Staff or Office for
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	and Office Heads have the discretion as to the number of employees
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	and holidays from 0900 hours through 1630 hours to the extent
	necessary to cover urgent and unexpected problems adequately.
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STATINTL	what sort of staff shall be maintained to provide the Director's
	Office with such reasonable emergency service.
	"(4) The Deputy Director (Administration) or the Assistant
	Deputy Directors (Administration) will be on duty on Sundays and
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	directly to that office on those days.
	"(5) The requirement for requests for overtime prescribed by
	paragraph 17, Administrative Instruction does not apply
	in connection with this Instruction."
Signature of the state of the s	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: MURRAY MCCONNEL Distr. No. 3 RESTRICTED Deputy Director

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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19 December 1950

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(2) The requirement for requests for overtime prescribed by paragraph 17, Administrative Instruction does not apply in connection with this Instruction."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL

Deputy Director for Administration

Distribution: No. 3

ADMINISTRATIVE INSTRUCTION

SUBJECT: Time, Leave and Pay

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.	2 February 1951
SUBJECT: Time, Leave and Pay.	
Administrative Instruction hereby rescinded and the followi	dated 19 December 1950, is ng substituted therefor:
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Sundays and holidays from O extent necessary to cover u adequately. Each Assistant	ill maintain a skeleton staff on 900 hours through 1630 hours to the rgent and unexpected problems Director or Office Chief concerned ecessary to provide the Director's
Assistant Deputy Directors on Sundays and holidays and	ctor (Administration) or the (Administration) will be on duty all emergency administrative rectly to that Office on those
scribed by paragraph 17, Ad	for requests for overtime pre- ministrative Instruction nection with this Instruction."
FOR THE DIRECTOR OF CEN	TRAL INTELLIGENCE:
	Assistant Deputy Director
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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

SUBJECT: Time, Leave and Pay.	
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STATINTL Administrative Instruction hereby rescinded and the following subst	dated 19 December 1950, is ituted therefor:
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STATINTL "(5) The requirement for re scribed by paragraph 17, Administration does not apply in connection	ative Instruction No.
FOR THE DIRECTOR OF CENTRAL IN	TELLIGENCE:
	stant Deputy Director

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

STATINTL	ADMINISTRATIVE INSTRUCTION NO.	19 December 1950
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STATINTL	(2) The requirement for requests for by paragraph 17, Administrative Instruction apply in connection with this Instruction."	overtime prescribed does not
	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
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	Distribution: No. 3	Administration STATINTI STATINTI