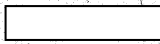
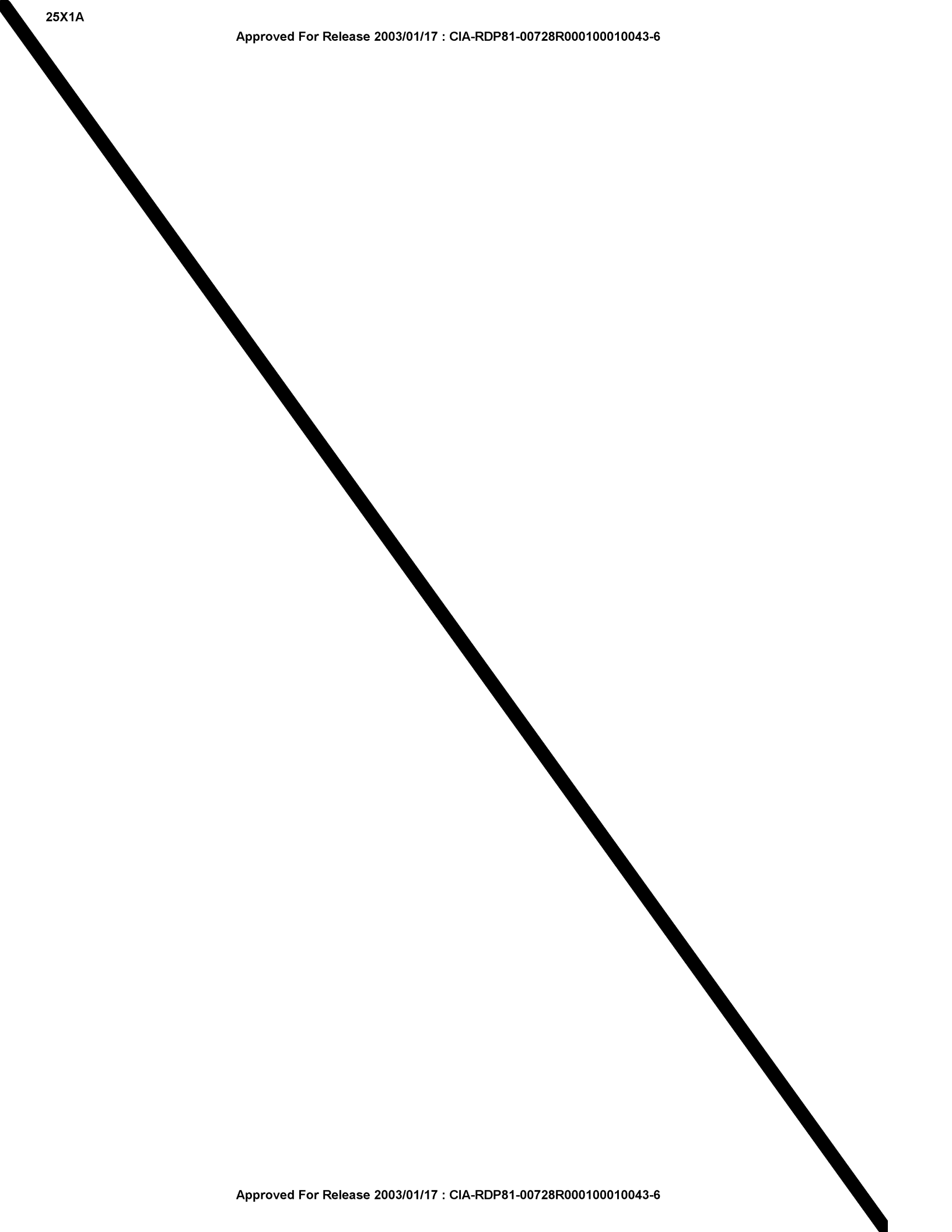


# CIG ADMINISTRATIVE INSTRUCTIONS



25X1

SECRET



Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 5 April 1950

FROM: Acting Budget Officer

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:

With respect to the draft forwarded with your memorandum of 31 March 1950 to be identified by Administrative Instruction [redacted], it is desired to offer the following suggestions:

(a) It is believed that the title of paragraph 5 should read "Leave in the United States from Overseas Posts". This change is offered since it appears desirable to make a distinction between "home leave" as provided in Public Law 110 and the types of leave which are not legally authorized home leave to the extent that the Agency may not pay any of the expenses.

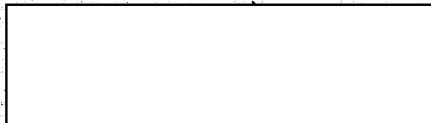
(b) It is suggested that there be added a sentence to sub-paragraph 5 b (3)(f) reading substantially as follows: "This does not cover sick leave as set forth under paragraph 5 b (3) above". The reason for including this sentence is to make it clear that when either annual or sick leave is taken at the personal convenience of the employee, the period of annual or sick leave will commence at the time of departure from overseas post of duty. In this connection it will be noted that while travel expenses of a full time employee might properly be authorized in connection with illness and return to the U. S. (refer to sub-paragraph 3 (g) of Administrative Instruction [redacted] there is no authority, apparently, for considering an individual in a "duty status" while returning for illness and/or hospitalization.

25X1A

25X1A

25X1A

880 VLB N W 3 11



SECRET OFFICE

APR 5 1950

STANDARD FORM NO. 64

## Office Memorandum • UNITED STATES GOVERNMENT

TO : 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:

- a. 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 (annual 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

APR 19 1950

- 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 Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 28 Apr 50

FROM:

OPC

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:

*Regret delay!*

[Redacted Signature Box]

Signature

STATINTL

RESTRICTED

Coordination Page

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

[Redacted Signature]

Assistant Director, OSI

RESTRICTED

MAY 4 1950

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer ✓

DATE: 4 Apr

FROM: Coaps

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:

STATINTL

[Redacted Signature Box]

Signature

APR 14 1950



STANDARD FORM NO. 64

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 [redacted] "Time, Leave and Pay," (Note proposed Section 5, "Home Leave from Overseas Posts") we wish to call your attention to this question with the following comments.

STATINTL

FOIAB5



MAY 25 1950

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 date 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

FOIAB5

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

STATINTL

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 6 April 1950

FROM: Assistant Director for Special Operations

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.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

STATINTL

[Redacted Signature Box]

Executive Officer

APR 7 1950

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: APR 5 1950

FROM: Chief, Inspection & Security Staff

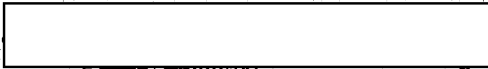
SUBJECT: Draft of Administrative Instruction re Time, Leave,  
and Pay.

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

2. Comments:

None

STATINTL

  
Colonel, GSC

\_\_\_\_\_  
Signature

APR 5 1950

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 6 Apr 50

FROM: AD / CCD

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:

STATINTL

[Empty signature box]

Signature

APR 6 1950

Coordination Page

DRAFT

2/4/50

MEMORANDUM TO: Management Officer

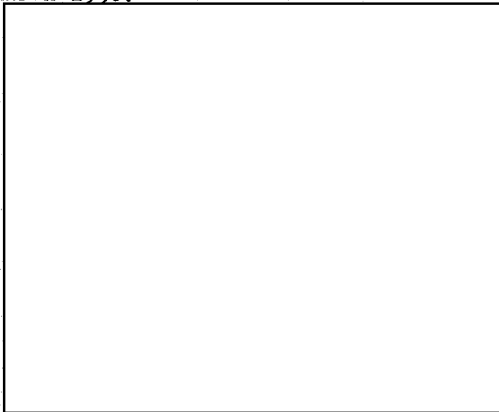
DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

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:*



STATINTL

\_\_\_\_\_  
Signature

STATINTL

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

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

**SECRET**

12 April 1950

MEMORANDUM:

TO : Chief, Special Support Staff

FROM: Deputy Chief, Finance Division

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

25X1A

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.

**SECRET**

APR 17 1950



**SECRET**

- 2 -

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**

*Management*

DRAFT (HDM)

MEMORANDUM FOR: Chief, Special Support Staff 31 March 1950

FROM: Management Officer

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

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.

SUBJECT: Time, Leave, and Pay.

STATINTL

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:

[Redacted Signature]

Executive

STATINTL

DISTRIBUTION: A.

STATINTL

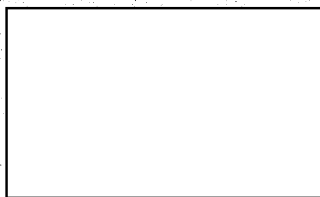
[Redacted Distribution List]

5. a. Last line should read "... for at least 30 calendar days."

5. d. When will the employee sign such agreement?

"In the event the two full years service has not been spent with the Agency" — by what time? By the time leave is approved?

STATINTL



Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

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:

*Concur subject to consideration of attached  
comments by Empdr and Financ Dir.*



STATINTL

\_\_\_\_\_  
Signature

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 7 April 50

FROM:

Legal Staff

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:

*See attached memo  
dtd 6 April 1950*

25X1A

[Redacted Signature Box]

Signature

*General Counsel*

STANDARD FORM NO. 64

# 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.

25X1A

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 following comments.



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.

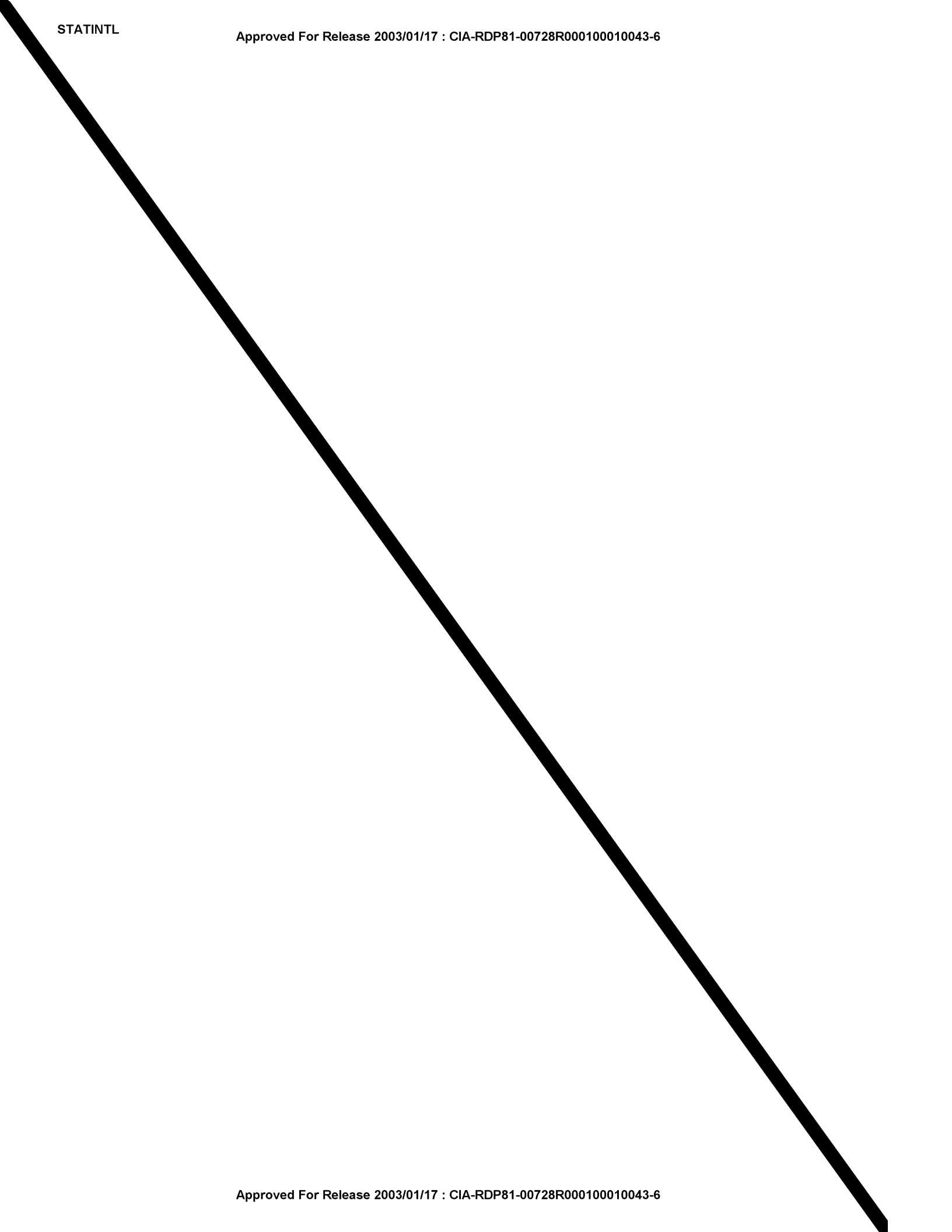
5. In subparagraph (c) our remarks above apply equally to the word "home" in the first line, and we suggest its deletion.

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."

25X1A







418958

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 11 April 1950

FROM: Deputy Assistant Director, ORE

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

[Redacted Signature Box]

Signature

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

STATINTL

APR 13 1950

STATINTL

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 draft 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.

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

DATE: 21 June 1950

FROM : Legal Staff

SUBJECT: Revision of Administrative Instruction [redacted]

STATINTL

STATINTL

1. Administrative Instruction [redacted] 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.

*change*

FOIAB5

FOIAB5

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."

FOIAB5

STATINTL

*miss Mr. Shuman*

*This went to legal in first Dept -  
Three points could have been caught then.*

Attach:  
2 Stencils  
Background file.

STATINTL

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

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

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 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 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—\* \* \*

MAR 20 1950

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."

2. Appropriate changes in administrative instructions will be issued in the near future.



Executive

STATINTL



ER 0-9552



COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON 25

GT

MAR 16 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:

"1. When an employee regularly assigned to an overseas post temporarily 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 it interrupt the continuity of such service?

"4. 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 foreign post?"

B-93365

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 regulations 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, 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 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

C B 93363

O

- 3 -

P

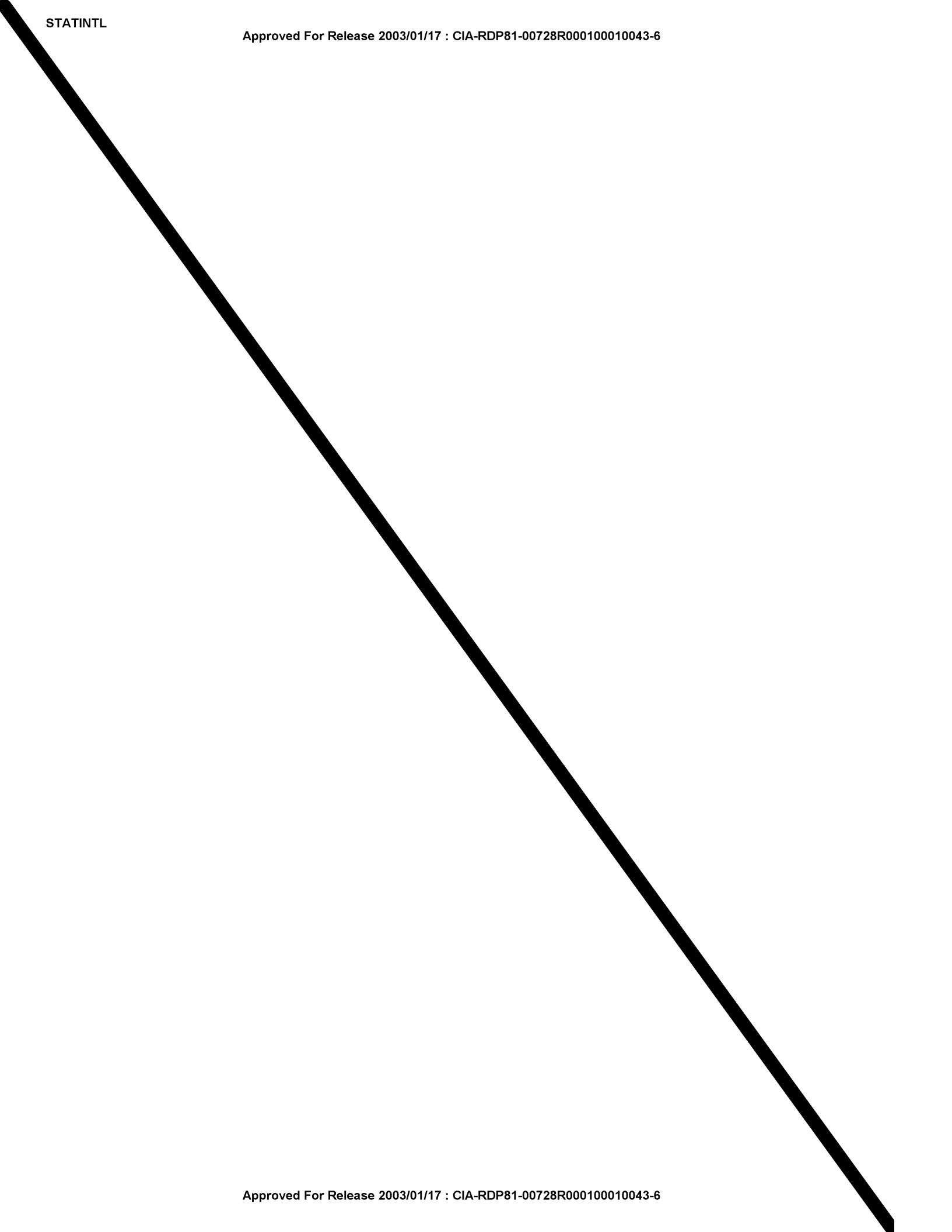
Y

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 (<sup>omit</sup> 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.) <sup>omit</sup>

(With respect to question 4, <sup>omit</sup>) the amount of leave taken in the United States (under conditions specified in questions 1, 2, and 3) <sup>omit</sup> 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



CONFIDENTIAL

Coordination Page

DRAFT

MEMORANDUM TO: Managoment Officer

DATE: 5-19-50

FROM: SSS

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 11 May 1950.

2. Comments:

*Concur subject to full consideration of comments from PD & EO (attached)*

25X1A

40 11 11 04

EMPLOYEE'S DIVISION

CONFIDENTIAL



**CONFIDENTIAL**

19 May 1950

MEMORANDUM

TO: Chief, Special Support Staff

FROM: Finance Division

SUBJ: Draft of Amendment to AI [redacted]

25X1A

25X1A

1. The Finance Division concurs with the attached draft of amendment to [redacted] subject 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 8a 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.

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

25X1A

25X1A

FOIAB5

[redacted]

[redacted]

[redacted]

[redacted]

Deputy Chief, Finance Division

**CONFIDENTIAL**

25X1A

25X1A

25X1A

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 14 April 1950

FROM: Assistant Director for Operations

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., subject to the following provisions:

a. It is suggested that Paragraph 5 a be amended to prescribe that travel of the employee shall not be started prior to completion of two years continuous government abroad. When an employee is at an outlying station [redacted] if the order cannot be issued in Washington prior to his completion of two years continuous overseas service, obviously his departure must be delayed until he has actually received the order which will be some time after the completion of two years continuous overseas service. In this connection it might also be clarified as to just when an employee's overseas service starts. In the past we have had employees who spent a few days or even a few weeks on temporary duty at one station prior to reporting for permanent duty at another. To date it has been ruled that the temporary duty period spent abroad does not count as overseas service. Obviously it is, and it is strongly believed that it should be so counted.

STATINTL

LEGIB

[redacted]

25X1

[redacted]

STATINTL

GEORGE G. CAREY /

APR 14 1950



CONFIDENTIAL

Coordination Page

DRAFT

MEMORANDUM TO: Managomnt Officer

DATE: <sup>19</sup> ~~18~~ May 1950

FROM: Assistant Director for Operations

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

1. This office concurs with the draft of Administrative Instruction  
re time, loavo, and pay, dated 11 May 1950.

2. Comments: NONE

CONCUR:

[Redacted Signature Box]

George G. Carey

25X1A

\_\_\_\_\_  
Signature

CONFIDENTIAL

MAY 19 1950

CONFIDENTIAL

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 22 May 1950

FROM: Assistant Director for Special Operations

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 11 May 1950, with the understanding that it does not necessarily apply to any type of agent personnel.

[Redacted]

[Redacted]

Assistant Director  
Special Operations

\_\_\_\_\_  
Signature

CONFIDENTIAL

MAY 23 1950

LEGIB

25X1A

CONFIDENTIAL

Coordination Page

DRAFT

MEMORANDUM TO: Management Officer

DATE: 17 May 1950

FROM: Chief, Staff III, OPC

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 11 May 1950.
2. Comments:

25X1A

[Redacted Signature Box]

Signature  
Chief, Staff III, OPC

CONFIDENTIAL

MAY 19 1950

STATINTL

STANDARD FORM NO. 64

Office Memorandum • UNITED

TO : Management Officer

FROM : Legal Staff

SUBJECT: Administrative Instruction [redacted] (Proposed Addition of Paragraph 8.d.(2))

STATINTL

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.

STATINTL

Encl:  
Draft of [redacted]

STATINTL

AUG 7 1950

DRAFT  
3 AUGUST 1950

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

~~30 June 1950~~

STATINTL

SUBJECT: Time, Leave and Pay

STATINTL

Administrative Instruction [redacted] 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) 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*  
R. H. HILLENKOETTER

Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION : A

STANDARD FORM NO. 64

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

Executive

TO : THRU: General Counsel

DATE: 9 November 1949

FROM : Budget Officer

SUBJECT: Proposed Amendment to Administrative Instruction

STATINTL

STATINTL

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 compensatory leave purposes.

STATINTL

STATINTL

E. R. SAUNDERS

Attachment

RESTRICTED

STATINTL

DF T - [ ] - 3/25/49 STATINTL

ADMINISTRATIVE INSTRUCTION NO. [ ]

Date: 22 Apr 49

SUBJECT: Time, Leave and Pay

STATINTL

RESCISSIONS: a. Administrative Instruction No. [ ] dated 24 June 1948, subject: Time, Leave and Pay.

STATINTL

b. Administrative Instruction No. [ ] dated 4 August 1948, subject: Absence for Registration and Voting.

STATINTL

c. Administrative Instruction No. [ ] dated 17 November 1948, subject: Legal Holidays.

STATINTL

d. Administrative Instruction No. [ ] dated 28 January 1949, subject: Time, Leave and Pay (Official Working Hours).

STATINTL

e. 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.

*5000 746 Director*

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. 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

STATINTL

*Leave purposes*  
*Why not guide*



employees overseas are considered as permanent employees for leave purposes only.]

*Quote?*

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

3. Annual Leave

*Quote?*

a. Permanent employees are entitled to 26 working 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:

<u>BASIC WORK DAYS</u>	<u>HOURS CREDIT</u>
1	1
2	2
3	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 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.

-3-

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.

ILLEGIB

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.

-4-

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

-5-

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

 b. When an employee <sup>requires</sup> ~~applies for~~ more sick leave than he has accumulated <sup>plus that which he</sup> ~~(or) that~~ <sup>shall</sup> ~~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.

-6-

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 working days may be granted to employees at the discretion of Staff Chiefs, Assistant Directors,  or Chiefs of Missions  overseas.

(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 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.

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

-8-

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 <sup>in any capacity</sup> 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 ~~fully 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:

*Delegated*  
(1) Approval of the <sup>Executive, his deputy, the</sup> Budget Officer, or his <sup>deputy</sup> ~~designee~~, 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.

*Delegated*  
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.

STAT

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.

STATINTL

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

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

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.

~~23. Amendments~~

*in die*

ILLEGIB



*up*  
R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

2 ATTACHMENTS:

(Night Differential Table),  
~~Designation~~ *Form 1130 of designations.*

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

NIGHT DIFFERENTIAL

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

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

DATE: 1 April 1949

FROM : Acting Management Office

SUBJECT: Administrative Instruction No.  subject: Time, Leave and Pay.

STATINTL

STATINTL

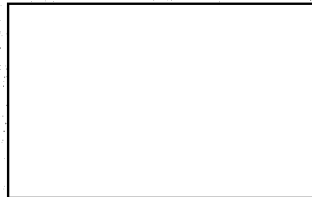
1. Attached for your approval is the draft of the revision of Administrative Instruction  subject: Time, Leave and Pay. The Budget Office initially prepared the revision and concurred in changes suggested by this office. Personnel also has concurred in the draft.

2. The draft basically is the same as the Administrative Instruction currently in effect. It has been simplified and clarified and three new sections added, Nos. 1, 12, and 21.

3. The Budget Office has requested that the revised Administrative Instruction be "unclassified" in order to expedite distribution to field offices here and abroad and to facilitate its useage.

4. The Management Office recommends this publication be signed by the Director as it contains a delegation permitting the Executive and the Deputy Executive to make appropriate amendments. It is further proposed that this Instruction be published in the normal manner for departmental needs. Additional copies will then be published without the heading or signature so that the same regulations may be sent to stations where cover is desired.

STATINTL



*Mem. Council wishes to dissent on one point - and do not concur as presently written.*

*J.P.*

*Management Office*

*OK for preparation with indicated changes. Don't forget other inclosure which is not attached. Delegation is being handled separately - you will receive copies. 14 April*



STATINTL  
STATINTL

*Chack* [redacted]  
DRAFT - [redacted] 6/22/49  
*Re procedure*

*14 July*  
Date: *30 June 49* STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

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 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 <sup>and</sup> of payment for work performed. It shall be the responsibility of officials within the branches and offices to <sup>insure</sup> ~~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 [redacted] 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 ~~on 10 July 1949.~~ ~~the beginning of the~~ ~~first pay period following date of issuance.~~

STATINTL

FOR THE DCI:

DISTRIBUTION: A

[redacted]

*Replied to [redacted] 6/23.*  
*App'd by A. G. [redacted] 6/22*  
*initially by [redacted] 6/27*

STATINTL

STATINTL

STATINTL

STATINTL

DRAFT - [ ] - 6/27/49

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

Date:

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 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 <sup>and</sup> payment for work performed. It shall be the responsibility of officials within the branches and offices to <sup>insure</sup> ~~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 [ ] dated 22 April 1949, and the Night Differential Table attached thereto, are hereby amended to the extent of compliance with the foregoing.

STATINTL

5. This instruction shall become effective <sup>10/7/49.</sup> ~~the beginning~~ of the first pay period following date of issuance.

FOR THE DCI: [ ]

10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

*Draft to G for stan. 6/20*

RECEIVED: [ ]  
BNDG OFFICE

Comments:

[ ]

STATINTL

STANDARD FORM NO. 64

Executive Registry

0-5031

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

DATE: 14 June 1949

FROM : Budget Officer

SUBJECT: Holiday, Overtime and Night Differential Compensation

1. There is attached a draft of a suggested amendment to Administrative Instruction [redacted] This proposed amendment provides for the reporting and computation of payments for holiday, overtime and night work on an hourly basis.

STATINTL

2. The attached memorandum from the Assistant Chief, Fiscal Branch, dated 3 June 1949 sets forth some of the reasons why it is considered desirable to discontinue the practice of authorizing and computing payments in multiples of 15 minutes. Attention is also directed to the fact that the Confidential Funds Branch has concurred in the proposals of the Fiscal Branch with respect to this problem.

3. Should further information be desired with respect to the details concerning the maintenance and handling of records of the authorization, recording and computation of applicable payments in multiples of one hour, further data can be secured from the Payroll Divisions of the Fiscal and Confidential Funds Branches.

STATINTL

[Redacted signature box]

E. R. SAUNDERS

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Budget Officer

DATE: 3 June 1949

FROM : Assistant Chief, Fiscal Branch

SUBJECT: Holiday, Overtime and Night Differential Compensation

STATINTL

1. Reference is made to your discussion with [redacted] as to the propriety and desirability for limiting payments of holiday, overtime and night differential compensation to multiples of one hour. Informal contact has been made with the Army, Navy and General Accounting Office to learn their policies with respect to the matter.

2. The Department of Army authorizes and computes payments of holiday, overtime and night differential in multiples of fifteen minutes. The Navy Department and the General Accounting Office authorize and effect such payments in multiples of one hour (GAO is making no night differential payments at this time; however, its policy when such payments are made is as stated). We were advised the policy followed by Navy and GAO was adopted to provide simplification in the maintenance of records and computation of payments and is, to some extent, based upon the leave regulations which provide leave charges in multiples of one hour for reasons of expeditious bookkeeping. In addition, it was stated that this policy avoids computations for odd periods which, if considered, would result in more time and money being expended in processing the payments than the actual value of the services rendered by the individual employees.

STATINTL

3. This office feels that the policy employed by the Navy Department and the General Accounting Office is sound and should be adopted by this Agency. There is attached a proposed amendment to Administrative Instruction [redacted]

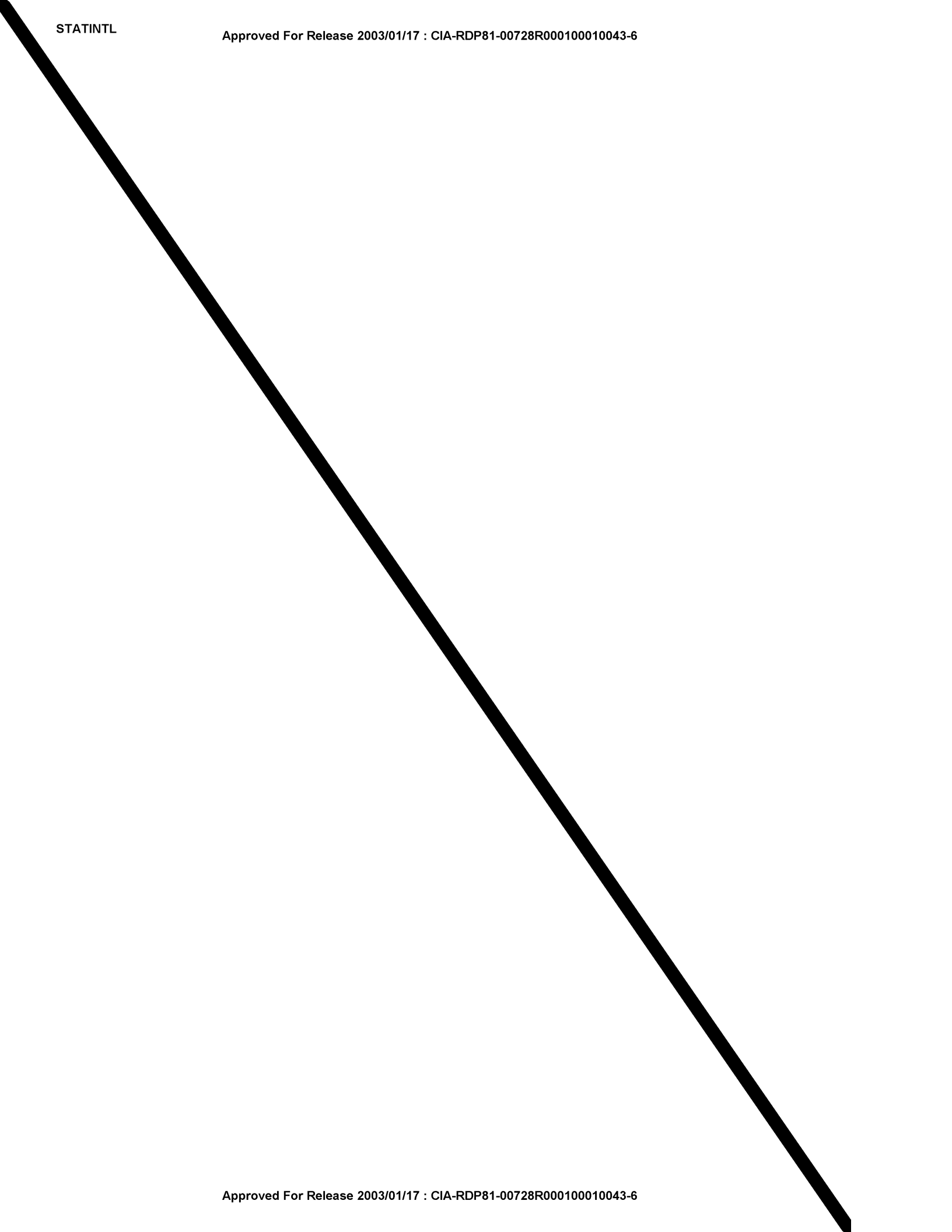
STATINTL



Att.

*Redraft to G. 22/6*

*OK  
KSR*



STANDARD FORM NO. 64

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive  
FROM : Assistant General Counsel  
SUBJECT: Administrative Instruction No.

DATE: 14 July 1949

STATINTL

STATINTL

1. There is no legal objection to the present issuance of Administration Instruction No.

2. H.R. 3383, which passed the House on 6 July 1949, provides for the payment of night differential on the time schedule adopted in the area of payment. Therefore, if H.R. 3383 passes the Senate, it will be necessary for us to pay the night differential on Daylight Saving Time rather than Standard Time.

3. This office will inform you if this legislation is made into law.

STATINTL

Walter L. Pforzheimer

STANDARD FORM NO. 64

RESTRICTED

ER-0-7494

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Executive  
FROM : Assistant General Counsel  
SUBJECT: Proposed Amendment to Administrative Instruction

DATE: 14 November 1949

STATINTL

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.

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.

STATINTL

STATINTL

STATINTL

January 17, 1950

This paper was popping up in suspense every whipstitch.  directed that it be filed somewhere. Hence with the more recent drafts of  The attached proposal was never published.

Walter L. Pforzheimer

1/22/50

IED

STATINTL

STATINTL

[Redacted]

Draft - [Redacted] - 9/22/49

Does his draft pass?  
Rob 9-28

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*alc*  
*10m*  
*19 Sept.*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NUMBER [Redacted]

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

STATINTL

REVISION: Administrative Instruction No. [Redacted] dated 14 July 1949

STATINTL

1. ~~Section 1, Paragraph b,~~ of Administrative Instruction No. [Redacted]  
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 <sup>is</sup> ~~was~~ 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 <sup>is</sup> ~~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 <sup>when</sup> ~~where~~ the work <sup>was</sup> ~~is~~ performed). *This provision  
shall be retroactive to 7 September 1949 in conformance with  
Public Law 288, 181st Congress.*  
~~The intent of this instruction is to establish uniformity in  
authorizing and paying for holiday, overtime, and night work~~

*Law*  
*288*

4. <sup>more</sup> ~~Parts of sections~~ <sup>paragraphs</sup> 16, 17, and 18 of Administrative Instruction No.  
[Redacted] dated 22 April 1949, and the Night Differential Table attached thereto  
in conflict with this revision are rescinded.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DISTRIBUTION: A.

Executive

*to Buck 9-22*



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 affirmative, which answers render unnecessary any consideration of question 6.

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,

(Signed) Frank L. Yates

~~Acting~~ Comptroller General  
of the United States

60-6/5

CONFIDENTIAL

C. NO. 71 *Sy. 1/2/47*

CENTRAL INTELLIGENCE ~~GROUP~~ AGENCY  
Washington, D. C.

*Registry copy*

*Indexed - 4/16/47*  
21 March 1947 *9/13/62*

ADMINISTRATIVE INSTRUCTION  
~~MEMORANDUM~~  
NUMBER [redacted]

25X1A

SUBJECT: Time, Leave and Pay Regulations - Unvouchered Funds

25X1A

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

25X1A

TIME AND ATTENDANCE REPORTS

*Rec'd*  
*Per dated*

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 [redacted] 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.

25X1

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.

*12/24/46*

c. For employees departing for overseas assignments, Form 1130, Time and Attendance Report, shall be forwarded to the [redacted] 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 governed by the procedure set forth in "Accounting Procedures" dated October 1946.

25X1

d. The Leave Clerk in the [redacted] 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)".

25X1

RENUMBERED PER CIA GENERAL ORDER [redacted]  
(419) CONFIDENTIAL

EFFECTIVE 30 JUNE 1947, SIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

CONFIDENTIAL

- 2 -

2. OVERTIME

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 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 overtime is approved in advance by the Chief of the [redacted] 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 below will be submitted to the Chief, [redacted] 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 [redacted] will, if appropriate, 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 [redacted] No requests should be submitted to the Chief of the [redacted] 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 copy of the Form 32-3 bearing approval of the Chief, [redacted] will be attached thereto upon transmission to the [redacted] The triplicate copy of Form 32-3 may be retained by the initiating officer.

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 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 [redacted] on Form 32-3 in accordance with the procedure outlined under 2(b) above.

CONFIDENTIAL

CONFIDENTIAL

- 3 -

4. DISTRIBUTION OF SALARY CHECKS

a. Salary checks will be picked up by a designated clerk 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 [redacted] with a memorandum of explanation.

25X1

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 [redacted] 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 [redacted] 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 [redacted] 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.

25X1

25X1

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]

Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

CONFIDENTIAL

~~SECRET~~  
**RESTRICTED**

8 April 1948

MEMORANDUM FOR General Counsel

Thru: CAS  
CID

From: CSFD

*CIA ADMINISTRATIVE INSTRUCTION*

Subject: Overtime Payments - Revision of Administrative Instructions [redacted]

STATINTL

STATINTL

STATINTL

[redacted] 1. Section II, Paragraph A, of Administrative Instructions states that;

"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 overtime is approved in advance by the Chief of [redacted]

25X1

[redacted] 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."

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 P-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.

3. If the above is correct, it is suggested that Paragraph A, Section II, of Administrative Instructions [redacted] be revised to the extent that the second sentence will read:

"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 [redacted]"

1948 APR 12 AM 10 41

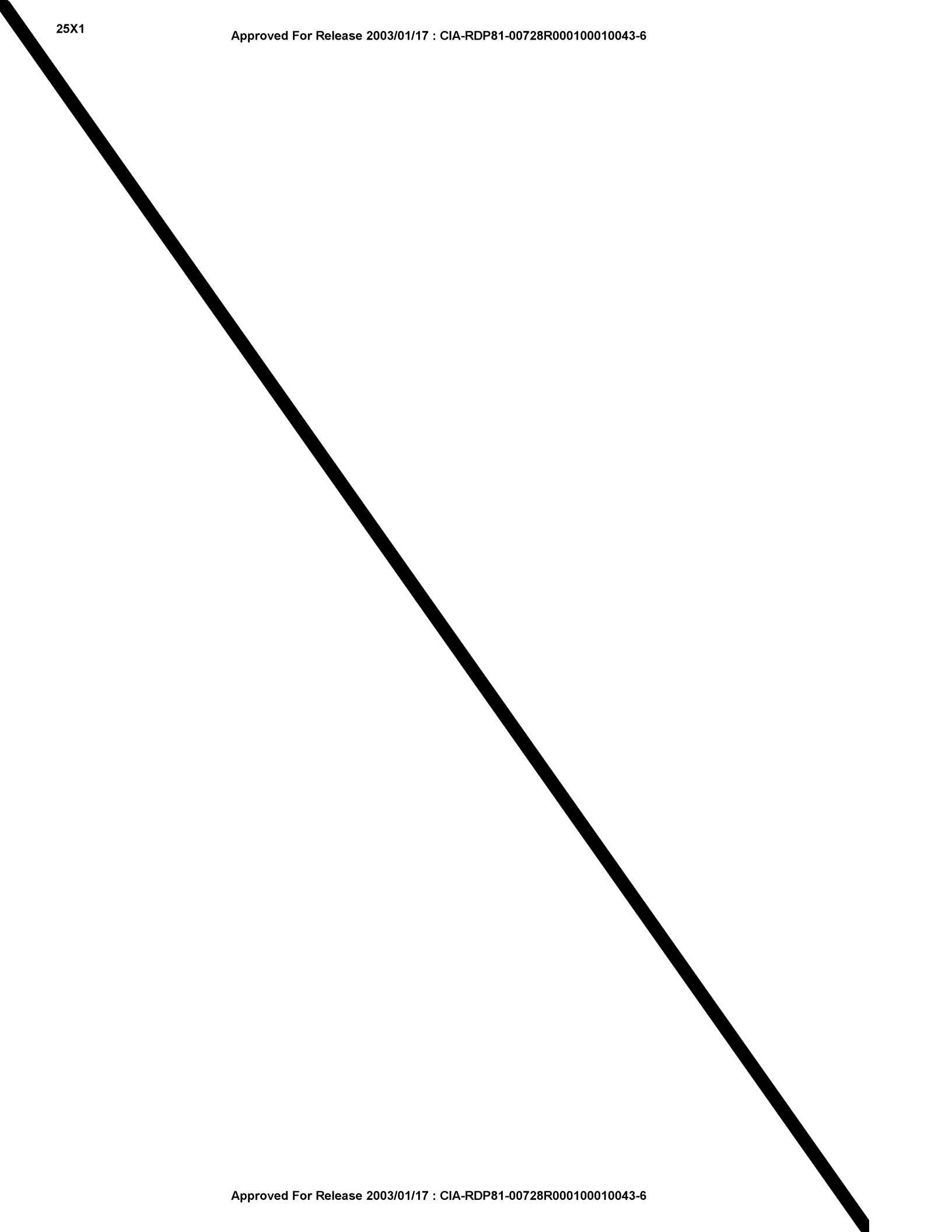
RECORDED

**RESTRICTED**

25X1

STATINTL

25X1 STATINTL



25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

*Administrative Instruction No. [redacted] 22 April 1949  
Resemined*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*File*

**CONFIDENTIAL**

ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

24 June 1948

SUBJECT: Time, Leave and Pay

- Revisions:
- a. Administrative Instruction [redacted], dated 17 December 1946, subject: Maternity Leave.
  - b. Administrative Instruction [redacted] dated 24 April 1947, subject: Leave Without Pay.
  - c. Administrative Instruction [redacted] 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.
  - d. Administrative Instruction [redacted] dated 13 November 1946, subject: Time, Leave and Pay Regulations.
  - e. Administrative Instruction [redacted] dated 21 March 1947, subject: Time, Leave and Pay Regulations - Unvouchered 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

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 service rendered during that reporting period.

**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, 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:

- CONFIDENTIAL**
- (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

**CONFIDENTIAL**

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, Personnel 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, [redacted] or Chiefs of Missions [redacted] 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 LWOP 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 pay without charge to annual

25X1  
25X1

5X1

**CONFIDENTIAL**

leave to members of any military or naval 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 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 LWOP will be granted when an employee is subpoenaed 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 subpoenaed 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. Absence from duty for any cause, without

**CONFIDENTIAL**

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.

25X1

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.
- (2) 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 submitted sufficiently in advance to insure receipt of approval prior to the beginning of the quarter covered by the estimate.

25X1A

25X1A

**CONFIDENTIAL**

b. After approval as in 14 above, overtime for employees in the continental United States may be ordered by the appropriate Staff Chiefs, Assistant Directors, Chiefs of Branches [redacted]

25X1A

c. Outside the continental limits of the United States, overtime may be ordered and approved by Chiefs of Missions [redacted] 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.

25X1

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, OSC, as appropriate in accordance with instructions from such offices.

b. Two copies or extracts of military or naval orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first

**CONFIDENTIAL**

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.

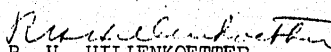
e. Correspondence pertaining to unauthorized absence must be furnished the appropriate paying office to substantiate Form No. 1130 on which AWOL is reported.

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**  
NIGHT DIFFERENTIAL

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

-----

CONFIDENTIAL

**CONFIDENTIAL**

STATINTL

RESTRICTED

OV 10 1949



Executive  
THRU: General Counsel

9 November 1949

*cmw*

Budget Officer

Proposed Amendment to Administrative Instruction

STATINTL

STATINTL

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 compensatory leave purposes.

STATINTL

E. R. SAUNDERS

Attachment

KEW/vlb

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

RESTRICTED



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ATTACHED  
AMENDMENTS

See attachment, dated  
12, May 1949

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

22 April 1949

STATINTL

SUBJECT: Time, Leave and Pay.

STATINTL

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

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 Attend-  
ance 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. 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.

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:

<u>BASIC WORK DAYS</u>	<u>HOURS CREDIT</u>
1	1
2	2
3	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 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.

STATINTL

*Handwritten:*  
 Available  
 by A.L.M.  
 9 Aug 1947  
 attached

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 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 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 work days may be granted to employees at the discretion of Staff Chiefs, Assistant Directors,  or Chiefs of Missions  overseas.

ATINTL

STAT

(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 - AMENDED - BY A.I.  8 Nov 49

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.

STATINTL

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

AMENDED BY A.I. [ ]  
27 OCT. 49

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.

STATINT

16. Overtime and Compensatory Leave

*AMENDED (attached)*

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.

STAT

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 initialed by the applicable employee.

*AMENDED (attached)*

(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 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 *Amended - Attached*

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 employoc 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 employoc.

d. When night differential is claimed, Form No. 1130 must indicate the employoc'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.

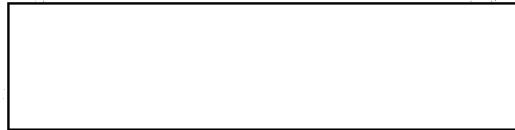
b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

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 CENTRAL INTELLIGENCE:

STATINTL



Acting Executive

2 ATTACHMENTS:

1. Night Differential Table
2. Form Letter of Designations

DISTRIBUTION: A

NIGHT DIFFERENTIAL

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

*4. Cap...*

MEMORANDUM

DATE \_\_\_\_\_

TO : Budget Officer

FROM : \_\_\_\_\_

SUBJECT : Designation of; (check one only)

- ( ) Payment Clerks.
- ( ) Authorization to Sign Time and Attendance Reports.
- ( ) Authorization to Request Approval of Compensatory Time or Overtime.

1. The following employees are authorized to perform the Subject duty.

<u>EMPLOYEE</u>	<u>SECTION</u>	<u>SIGNATURE OF EMPLOYEE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. In the event this designation is revoked, fully or partially, you will be so notified. The names and specimen signatures of replacements will be submitted as required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office

(Supply of this Form may be secured from the Budget Officer)



STATINTL

RESTRICTED



12 May 1949

MEMORANDUM FOR THE RECORD

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

STATINTL

1. Since some questions have been raised subsequent to the issuance of Administrative Instruction [redacted] 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 [redacted] which includes employees located in [redacted] 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 Standard 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

TATSPEC  
5X1

RESTRICTED

RESTRICTED

- 2 -

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 1150'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 mechanics 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 outlined above which would reflect

RESTRICTED

STATINTL

RESTRICTED

- 3 -

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 now 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.

STATINTL



Deputy Budget Officer

STATINTL

cc:



STATINTL

MAY 13 1952

SPECIAL FUNDS BRANCH RECEIVED

RESTRICTED



STAT

MAY 24 1949

MEMORANDUM TO: ALL ADMINISTRATIVE OFFICERS AND TIME AND ATTENDANCE CLERKS

SUBJECT : Preparation of Forms 1130, Time and Attendance Report,  
and Related Data

REFERENCE : Administrative Instruction [ ] "Time, Leave and Pay"

STATINTL

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 inconvenience 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.

- 2 -

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 Roll Division with the knowledge and concurrence of the branch or office in which the employee is working.

9. The Payment Clerk 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 [redacted] dated 22 April 1949.

STATINTL

STATINTL

[redacted]

E. K. SAUNDERS  
Budget Officer

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.

Whenever 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 -

overtime worked and in the remarks column show the inclusive 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

- 5 -

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,



- 6 -

showing his telephone extension above his signature.

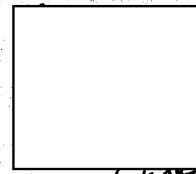
(10) In this column record the employee's tour of duty if other than 0830 to 1700.

(11) Record in this column any explanations, unusual adjustments, or uncommon tours of duty.

NAME (1)		BLOCK											
Reporting Unit (2)	Leave balances brought forward from prior period	SICK	ANNUAL										
Agency (3)	Leave accrued during this reporting period	(10)											
Pay Period No. (4)	Aggregate of leave available during this period												
<b>TIME AND ATTENDANCE REPORT</b> Standard Form No. 1190 (General Regulations No. 102—Rev.) Form prescribed by Comp. Gen., U.S. May 17, 1948	TOTAL HOURS	TIME WORKED						TIME ABSENT				INITIALS*	
	IN      OUT	DATE	REGULAR	N/D	O/T	COMPEN-SATORY	COMPEN-SATORY	AWOL	LWOP	SICK	ANNUAL		OTHER
REMARKS  (11)		Sun.											
		Mon.											
		Tue.											
	(5)	Wed.	← (6) →			← (7) →			→ (8)				
		Thu.											
		Fri.											
		Sat.											
		FIRST WEEK TOTAL								x x x	x x x		
		Sun.											
		Mon.											
		Tue.											
		Wed.											
		Thu.											
		Fri.											
	Sat.												
	SECOND WEEK TOTAL								x x x	x x x			
	PAY PERIOD TOTAL												
<b>COMPENSATORY TIME</b>								x x x			Tot.		
Brought forward.....		Balances at close of this period.....									Certified correct (9) (Supervisor or timekeeper)		
Worked this pay period.....		W. O. P. total for calendar year to end of prior period.....											
Total for this pay period.....		W. O. P. total for calendar year to end of this period.....											
Used this pay period.....		*Certification for SICK LEAVE.											
Paid this pay period.....		I certify that this absence was due to illness which incapacitated me for duty. 16-46601-2 GPO											
Balance at end of this pay period.....													

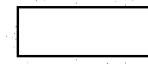
STATINTL

RESTRICTED  
CENTRAL INTELLIGENCE AGENCY  
Washington 25, D.C.



18 May 1949

STATINTL



TO:

FROM: Budget Officer

SUBJECT: Preparation and submission of "Request for Approval of Overtime"  
CIA Form 32-3 (Continental U.S. only)

STATINTL

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. APPLICATION: "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) Date Requested: 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) Allotment Symbol: 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: Specifies the period for which overtime is requested.

a. Approval in Advance of Time Worked: Administrative Instruction  requires that overtime approval " . . . must be obtained prior to ordering compensatory time or overtime". Since some time is required for exchange of

RESTRICTED

STATINTL

## RESTRICTED

- 2 -

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.

25X1

b. Requests Prepared According to Payroll Periods: "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	32
10	Information Specialist	P-2 to P-5	160
5	Clerk-stenographer	CAF-2 to CAF-4	64

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. RESTRICTED

RESTRICTED

- 3 -

D. "Action Taken": Leave blank

E. "Names of Persons Performing Above Overtime" and "Actual No. of Hours Worked": Completion of these boxes is explained on the face of the form. Note that this information is not to be completed until "After authorized overtime has been performed".

4. PERSONS REQUESTING OVERTIME APPROVAL: The original copy of the request must be manually signed by the person authorized to request overtime 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 Payroll Division upon completion of the payroll 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 Budget Branch as a record copy and the other returned to the requesting office for retention in its files.

[ ]  
BUDGET OFFICER

Attachment

RESTRICTED

STATINTL

STATINTL

## RESTRICTED

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, care should be taken so that the period for which overtime 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.

June 26.....July 9  
 July 10.....July 23

July 24.....August 6  
 August 7.....August 20

August 21.....September 3  
 September 4....September 17

September 18.....October 1  
 October 2.....October 15

October 16.....October 29  
 October 30.....November 12

November 13.....November 26  
 November 27.....December 10

December 11.....December 24  
 December 25.....January 7

January 8.....January 21  
 January 22.....February 4

February 5.....February 18  
 February 19.....March 4

March 5.....March 18  
 March 19.....April 1

April 2.....April 15  
 April 16.....April 29

April 30.....May 13  
 May 14.....May 27

May 28.....June 10  
 June 11.....June 24

RESTRICTED

STATINTL

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

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

### 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:

<u>BASIC WORK DAYS</u>	<u>HOURS CREDIT</u>
1	1
2	2
3	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 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 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 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 work days may be granted to employees at the discretion of Staff Chiefs, Assistant Directors,  or Chiefs of Missions  overseas.

STATINTL

STAT

(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 overtimes. 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.

STAT

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.

(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 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 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 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.

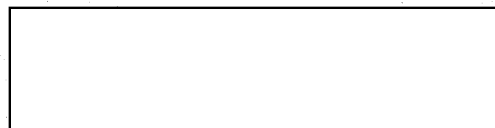
b. The above lists must be kept current at all times, and should be provided as indicated by the appropriate attachment.

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 CENTRAL INTELLIGENCE:

STATINTL



Acting Executive

2 ATTACHMENTS:

1. Night Differential Table
2. Form Letter of Designations

DISTRIBUTION: A



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

22 April 1949

STATINTL

SUBJECT: Time, Leave and Pay.

STATINTL

RESCISSIONS: a. Administrative Instruction  dated 24 June 1948,  
subject: Time, Leave and Pay.

STATINTL

b. Administrative Instruction No.  dated 4 August  
1948, subject: Absence for Registration and Voting.

STATINTL

c. Administrative Instruction No.  dated 17 November  
1948, subject: Legal Holidays.

STATINTL

d. Administrative Instruction No.  dated 28 January  
1949, subject: Time, Leave and Pay (Official Working  
Hours).

STATINTL

e. 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. 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.

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:

<u>BASIC WORK DAYS</u>	<u>HOURS CREDIT</u>
1	1
2	2
3	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 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 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 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 work days may be granted to employees at the discretion of Staff Chiefs, Assistant Directors, [redacted] or Chiefs of Missions [redacted] overseas.

TATINTL

STAT

(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.

STAT

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.

(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 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 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 CENTRAL INTELLIGENCE:

STATINTL



Acting Executive

2 ATTACHMENTS:

1. Night Differential Table
2. Form Letter of Designations

DISTRIBUTION: A

**CONFIDENTIAL**  
NIGHT DIFFERENTIAL

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

-----

**CONFIDENTIAL**

STATINTL

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

*rescinded by*  
[Redacted]  
*6/24/48*

MEMORANDUM  
NUMBER

[Redacted]

24 April 1947

STATINTL

SUBJECT: Leave Without Pay (L.O.P.)

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. PURPOSE

The purpose of this memorandum is to set forth and standardize the procedure to be followed in the granting of Leave Without Pay.

2. DEFINITION

Leave Without Pay (L.O.P.) is defined by the Civil Service Commission as "Temporary non-pay status and absence from duty granted upon employee's request". This is not to be confused with suspension, furlough or time spent in military service, which are covered under other regulations.

3. AUTHORIZATION

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

4. CONDITIONS FOR GRANTING L.O.P.

a. A basic condition for approval of extended L.O.P. 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. Retention of a desirable employee.

d. Increased ability to perform the duties of the position. One year's L.O.P. 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 CIG 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)

NIGHT DIFFERENTIAL

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

MEMORANDUM

DATE \_\_\_\_\_

TO : Budget Officer

FROM : \_\_\_\_\_

SUBJECT : Designation of: (check one only)

- ( ) Payment Clerks.
- ( ) Authorization to Sign Time and Attendance Reports.
- ( ) Authorization to Request Approval of Compensatory Time or Overtime.

1. The following employees are authorized to perform the Subject duty.

<u>EMPLOYEE</u>	<u>SECTION</u>	<u>SIGNATURE OF EMPLOYEE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. In the event this designation is revoked, fully or partially, you will be so notified. The names and specimen signatures of replacements will be submitted as required.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office

(Supply of this Form may be secured from the Budget Officer)

**CONFIDENTIAL**  
CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*resubmitted by*  
*AI* [redacted]  
*4/22/49*

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

24 June 1948

SUBJECT: Time, Leave and Pay

- Recisions: a. Administrative Instruction [redacted] dated 17 Decem-  
ber 1946, subject: Maternity Leave. ✓
- b. Administrative Instruction [redacted] dated 24 April ✓  
1947, subject: Leave Without Pay.
- c. Administrative Instruction [redacted] 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.
- d. Administrative Instruction [redacted] dated 13 Novem- ✓  
ber 1946, subject: Time, Leave and Pay Regulations.
- e. Administrative Instruction [redacted] 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

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 absence from duty during that reporting period.

**CONFIDENTIAL**

## 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, 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.

CONFIDENTIAL



**CONFIDENTIAL**

- (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

**CONFIDENTIAL**

**CONFIDENTIAL**

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, Personnel 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, [redacted] 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 LWOP 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 on a "leave without pay without charge to annual

**CONFIDENTIAL**

**CONFIDENTIAL**

leave to members of any military or naval 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 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 LWOP will be granted when an employee is subpoenaed 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 subpoenaed 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. Absent from duty for any cause, without

**CONFIDENTIAL**

**CONFIDENTIAL**

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 [redacted] 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.

25X1

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.

(2) Quarterly estimates of anticipated overtime requirements will be submitted on Form No. 32-3 by Chiefs of [redacted] to the officials indicated in a (1) above, who are authorized to approve overtime payments for [redacted]. Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the quarter covered by the estimate.

25X1A

25X1A

**CONFIDENTIAL**

**CONFIDENTIAL**

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 [redacted]

25X1A

c. Outside the continental limits of the United States, overtime may be ordered and approved by Chiefs of Missions [redacted] 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.

25X1

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 naval orders will be given to the appropriate Time and Attendance Clerk to be submitted with the first

**CONFIDENTIAL**

## CONFIDENTIAL

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**  
NIGHT DIFFERENTIAL

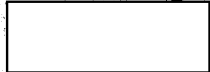
<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HRS. OF NIGHT DIF- FERENTIAL</u>	<u>TOUR OF DUTY</u>	<u>LUNCH PERIOD</u>	<u>HRS. OF NIGHT DIF- FERENTIAL</u>
1000 - 1830	1400 - 1430	1/2	2000 - 0430	2400 - 0030	8
1030 - 1900	1430 - 1500	1	2030 - 0500	0030 - 0100	8
1100 - 1930	1500 - 1530	1 1/2	2100 - 0530	0100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

-----

**CONFIDENTIAL**

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

*rescinded by*



*6/27/81*

MEMORANDUM  
NUMBER



24 April 1947

SUBJECT: Leave Without Pay (L.O.P.)

STATINTL

STATINTL

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. PURPOSE

The purpose of this memorandum is to set forth and standardize the procedure to be followed in the granting of Leave Without Pay.

2. DEFINITION

Leave Without Pay (L.O.P.) is defined by the Civil Service Commission as "Temporary non-pay status and absence from duty granted upon employee's request". This is not to be confused with suspension, furlough or time spent in military service, which are covered under other regulations.

3. AUTHORIZATION

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

4. CONDITIONS FOR GRANTING L.O.P.

a. A basic condition for approval of extended L.O.P. 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. Retention of a desirable employee.

d. Increased ability to perform the duties of the position. One year's L.O.P. 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 CIG 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)



-2-

e. Providing means for an overseas employee to return to this country for personal reasons, 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 L.OI in connection with such injury or sickness.

#### 5. PROCEDURE

L.OI will not be authorized initially for any period in excess of twelve (12) months. Requests for any like or shorter period should adhere to the conditions stated above.

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

b. For periods less than sixty (60) days, notice of action will not be issued, and employees will continue to be reported on Form 1130.

c. For extended L.OI, sixty (60) days or longer, Personnel Action notice will be issued. The Office concerned will submit CIG Form 37-3 "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 [redacted] Personnel Division, will give the office concerned advance notice of the expiration of L.OI so that the employee can be contacted and the Form 37-3, requesting return to duty, can be properly submitted.

STATINTL

e. In the event an employee does not return from L.OI 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 Position".

f. An extension or renewal of extended L.OI will also require a personnel action. The office concerned will, therefore, submit Form 37-3 requesting "Extension of L.OI" in accordance with the above conditions.

#### 6. REVIEW OF REQUESTS

The office concerned will be responsible for preliminary review and approval of all requests for L.OI for conformance with CIG policy. In cases where justification for L.OI is questionable, the Personnel Division should be contacted for technical advice.

-3-

**7. FILLING L.OI POSITION**

A position occupied by an employee on extended L.OI may be filled by a temporary appointment. In such instance, the office should submit a separate Form 37-3 requesting "Establishment of a Temporary Identical Additional Position", stating the reasons under "Remarks". The Personnel Division will take appropriate action to fill the temporary position. The temporary 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. CEILING**

An individual on extended L.OI, sixty (60) days or over, will not be charged against the Personnel Ceiling of the office concerned. However, an employee temporarily filling the position of an employee on extended L.OI will be charged against the ceiling.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

Executive for Personnel  
and Administration ATINTL

ATTACHMENTS: None

DISTRIBUTION: A

STATINTL

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

*Recorded by*  
[Redacted]  
*6/24/48*

MEMORANDUM  
NUMBER [Redacted]

15 July 1947

STATINTL

SUBJECT: CIG Policy on Active Duty Training of Military  
and Naval Reserve Officers Employed by CIG

EFFECTIVE UNTIL CANCELLED OR SUPERSEDED

STATINTL

1. The attention of all CIG employees is directed to CIG Memorandum Number [Redacted] issued 19 May 1947.
2. It is the policy of CIG to encourage in every practicable way the active duty training of reserve officers presently employed by CIG. Announcements of the training available are made through all reserve organizations, and are usually indicated in the metropolitan press.
3. When practicable the leave period of reserve officer employees will be arranged to enable their taking advantage of active duty training periods.
4. Active duty training at places other than local will be encouraged.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

Executive for  
Administration and Management

ATTACHMENTS: None

DISTRIBUTION: All CIG Employees

STATINTL

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

*recovered by*  
AI [ ]  
6/24/48  
19 May 1947

STATINTL

MEMORANDUM  
NUMBER [ ]

SUBJECT: Military Leave With Pay for Annual Training Duty

EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

1. DEFINITION

Military leave is defined as the period of leave with pay from official duty authorized for those civilian employees who are members of the National Guard, Officers Reserve Corps, Coast Guard Reserve, or Naval and Marine Reserve, on days on which they are engaged in training duty.

2. CONDITIONS FOR GRANTING MILITARY LEAVE

a. Military leave is granted only to "regular" employees of the United States and of the District of Columbia, as distinguished from temporary, substitute, and when actually employed personnel.

b. Military leave is granted for the purpose of training prospective members of the armed forces of the U.S. for active duty as outlined in Chapter 11-21 of the Federal Personnel Manual.

3. DURATION OF MILITARY LEAVE

a. In general, a maximum of fifteen (15) calendar days military leave "without loss of pay, time or efficiency rating" may be granted in any one calendar year for service with the organizations mentioned above.

b. When it is necessary for an individual to serve for a longer period, any time in excess of the fifteen (15) days maximum will be charged as annual leave or leave without pay, as determined by the employee concerned.

4. PROCEDURE

An employee desiring military leave should submit a request to his immediate superior on Standard Form No. 71, Application for Leave, accompanied by two (2) copies of his military orders. The Form No. 71 together with the military orders will be forwarded through proper channels to the [ ] and the leave will be reported on the Time and Attendance Report, Form 1130, in the column marked "Other" with the notation "Military Leave" placed in the "Remarks" block.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[ ]

Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

(1091)

STATINTL

13 November 1946

*John and Smith*

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE OFFICE

TIME, LEAVE AND PAY REGULATIONS

1. TIME AND ATTENDANCE REPORTS

a. It is required that Time and Attendance Reports for each civilian employee be maintained by each branch, division, or section, on Standard Form No. 1130. There must be entered on Standard Form 1130 the number of hours in pay status, and the annual leave, sick leave, or leave without pay chargeable for each 14 day pay period. These reports must be forwarded to the [redacted] [redacted] not later than 4:30 p.m. on the Monday following the close of each 14 day pay period.

b. Form 71, Application for Leave, must be secured and transmitted with 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 by the employee on Form 71 or in a statement to be attached to Form 1130. The leave clerk in the [redacted] 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)".

2. OVERTIME

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 for employees in grades up to and including 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, [redacted] Finance Division. 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.

STATINTL

STATINTL

STATINTL

STATINTL

ATINTL

2. OVERTIME -- Cont'd

b. Requests for the approval of overtime in grades P-2 or CAF-7 and below will be submitted to the Chief, [redacted] Finance Division, in detail and in triplicate on Form 32-3, bearing the signature of the Chief or Administrative Officer of the branch or division initiating the request. Upon receipt of Form 32-3, the Chief, [redacted] will, if appropriate, enter his approval, and return the duplicate and triplicate copies to the initiating officer. No requests should be submitted to the [redacted] for overtime to be performed by employees in grades above P-2 or CAF-7.

STATINTL

STATINTL

STATINTL

c. Approved overtime worked by employees in Grades P-2, CAF-7 and below will be recorded on Standard Form 1130, Time and Attendance Report, covering the pay period in which performed and the duplicate copy of Form 32-3 bearing the approval of the Chief, [redacted] will be attached thereto for transmittal to the [redacted]. The triplicate copy of Form 32-3 may be retained by the initiating office.

STATINTL

STATINTL

3. NIGHT DIFFERENTIAL

Whenever an employee performs a tour of duty between the hours of 6:00 p.m. and 6:00 a.m., an addition of 10% of his base pay will be allowed. The Time and Attendance Report, Standard Form 1130, must indicate the employee's tour of duty whenever a night differential is claimed.

4. HOLIDAY PAY

Work performed on holidays will be compensated for at double time. However, in view of budget limitations, prior approval must be secured from the Chief, [redacted] on Form 32-3, before any employee is requested to render services on a holiday.

ATINTL

5. DISTRIBUTION OF SALARY CHECKS

a. Salary checks will be distributed by the [redacted] to the payment and leave clerks of the branch, division, or office in which the individual is employed. A list containing the names of the employees and having spaces designated for signatures will accompany each group of checks. The signed lists evidencing receipt of the checks by the employees must be returned to the [redacted] immediately upon delivery of the checks. Undelivered checks accompanied by a memorandum stating the reason for non-delivery must be returned at the same time. In those instances where an employee is absent from work but it is known that he will return within 5 days, the payment and leave clerk may retain the list of undelivered checks for the 5 day period.

STATINTL

STATINTL

5. DISTRIBUTION OF SALARY CHECKS -- Cont'd

b. Extreme care must be exercised by payment and leave clerks to insure that checks do not become lost or misplaced and that security regulations are not violated.

6. FINAL PAY

a. Employees who are terminated will be paid in accordance with the "Lump Sum Payment Act." The amount of final payment will be calculated on the basis of information regarding the last working day and the accrued annual leave as shown on the personnel action terminating the employee's services.

b. No employee transferring out of, or being terminated from this agency shall be given final clearance and/or final salary payment until all notices or property that may have been assigned to him have been returned or properly accounted for. The final clearance form, obtainable in the Personnel Division, must be initiated by the employing office, cleared with the applicable branches in advance, such as Personnel, Security, [redacted] Special Funds Division, and [redacted] and be on file in the [redacted] [redacted] before final payment is made.

STATINTL

STATINTL  
STATINTL

STATINTL

[redacted]

Colonel, GAO  
Executive for Personnel  
and Administration

25X1A

25X1A

CONFIDENTIAL

COPY NO. 102

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

*Remember  
adm. Insp.*  
[Redacted]

MEMORANDUM

21 March 1947

NUMBER [Redacted]

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 [Redacted] 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.

25X1

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 [Redacted] 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 governed by the procedure set forth in [Redacted] "Accounting Procedures" dated October 1946.

25X1

d. The Leave Clerk in the [Redacted] 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 - [Redacted])

25X1

25X1A

(419)

CONFIDENTIAL



CONFIDENTIAL

- 2 -

2. OVERTIME

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 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 overtime is approved in advance by the Chief of the [redacted]. 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 below will be submitted to the Chief, [redacted] 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 [redacted] will, if appropriate, 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 [redacted]. No requests should be submitted to the Chief of the [redacted] for approval for overtime to be performed by employees in grades above the base pay of P-2 or CAF-7.

25X1

25X1

25X1

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, [redacted] will be attached thereto upon transmission to the [redacted]. The triplicate copy of Form 32-3 may be retained by the initiating officer.

25X1

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 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 [redacted] on Form 32-3 in accordance with the procedure outlined under 2(b) above.

25X1

CONFIDENTIAL

CONFIDENTIAL

- 3 -

4. DISTRIBUTION OF SALARY CHECKS

a. Salary checks will be picked up by a designated clerk 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 [redacted] with a memorandum of explanation.

25X1

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 [redacted] 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 [redacted] 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.

25X1

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
Executive for Personnel  
and Administration

ATTACHMENTS: None

DISTRIBUTION: A

CONFIDENTIAL

STATINTL

[Redacted]

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NUMBER [Redacted]

4 August 1948

STATINTL

SUBJECT: Absence for registration and voting.

*Administrative Instruction  
DTD 22 APRIL 1949  
RESERVED-*

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 vote 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

[Redacted]

Executive for  
Administration and Management

DISTRIBUTION: All CIA employees

*file*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

*See 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 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 and payment for work performed. It shall be the responsibility of officials within the branches and offices to insure that their employees work full 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

Executive

*Revised  
30 July 49  
CIA*

DISTRIBUTION: A.

STATINTL

*Registry*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

30 September 1949

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

STATINTL

RESCISSION: Administrative Instruction No [ ] dated 14 July 1949

STATINTL

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 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.

STATINTL

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

Executive

DISTRIBUTION: A.

c

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

30 September 1949

STATINTL

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

STATINTL

RESCISSION: Administrative Instruction No. [ ], dated 14 July 1949

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 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.

STATINTL

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

[ ]

Executive

DISTRIBUTION: A.

*revised*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

14 July 1949

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 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 and payment for work performed. It shall be the responsibility of officials within the branches and offices to insure that their employees work full 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

Executive

DISTRIBUTION: A.

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 vote or register, as the case may be, and in no event should it exceed one working day for each election or registration period.

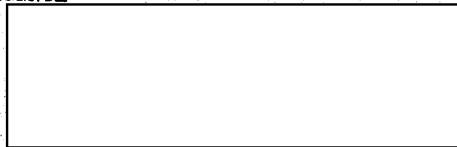
"In these cases when an employee requests additional leave for voting or registration which will require longer than one day in order to enable him to go to his legal residence to vote or register, permission will be granted whenever practicable and the period of absence in excess of one day will be 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



STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*revised*  
*by* [redacted]  
4 August 1948 *4/22/49*

ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

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 vote 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"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

STATINTL

[redacted signature box]

Executive for  
Administration and Management

DISTRIBUTION: All CIA employees

DRAFT PREPARED BY BUDGET OFFICE  
8-1-49

*File*  
*9 August 1949*

ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Time, Leave, and Pay

STATINTL

Recission: Paragraphs <sup>3</sup> f and <sup>3</sup> <sub>1</sub> g, Administrative Instruction *No.*  STATINTL

*3 lines*  
 dated 22 April 1949.

*3 lines*  
In accordance with Decision of the Comptroller General,  
No. B-83881 dated 17 March 1949, the regulations contained in ~~Section~~ *paragraphs*  
~~3 f and 3~~ <sup>and 3</sup> <sub>1</sub> g, Administrative Instruction  dated 22 April 1949, are rescinded and the following substituted: STATINTL

"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:

STATINTL

Executive

*ole*  
*mm*

*Distribution: A*

Administrative Instruction

DRAFT

25X1A

No.

25X1A

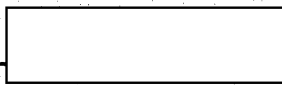
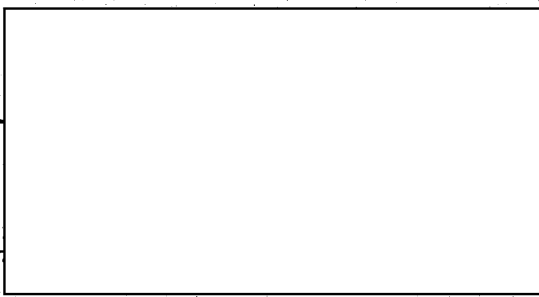
CONCURRENCES:

Personnel Officer

General Counsel

25X1A

Budget Officer



*6/1/49.*

*7/28/49*

*See attached draft prepared by Budget Office in which some slight changes have been made.*

Next 1 Page(s) In Document Exempt

Executive Registry

0-5355

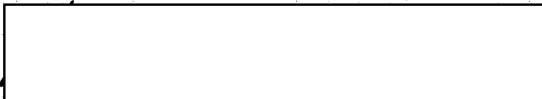
7 July 1949

MEMORANDUM FOR: THE EXECUTIVE  
SUBJECT: ANNUAL LEAVE

1. 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.

25X1A

  
LAWRENCE R. HOUSTON  
General Counsel

cc: Personnel Officer

7/21

*File*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

17 November 1948

STATINTL  
STATINTL

SUBJECT: Legal Holidays

Paragraph 15, Administrative Instruction [redacted] dated 24 June 1948,  
is 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 Holidays: STATINTL

- |                             |                         |
|-----------------------------|-------------------------|
| 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 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

*Rescinded*  
*Administrative Instruction*  
*DTD-22 Apr 1949*

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

1948 NOV 18 16 33

RECEIVED  
SPECIAL FUNDS BRANCH

*Registry*

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

ADMINISTRATIVE INSTRUCTION  
NO.

9 August 1949

STATINTL

SUBJECT: Time, Leave, and Pay

STATINTL

RECISSION: Paragraphs 3. f and 3. g, Administrative Instruction  
No.  dated 22 April 1949.

In accordance with Decision of the Comptroller General, No. B-83881 dated 17 March 1949, the regulations contained in paragraphs 3. f, and 3. g, Administrative Instruction  dated 22 April 1949, are rescinded and the following substituted:

STATINTL

"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:

Executive

STATINTL

DISTRIBUTION: A. C. ...

RECEIVED  
AUG 15 1949



STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*revised by*  
AI [redacted]  
4/22/49

ADMINISTRATIVE INSTRUCTION  
NUMBER [redacted]

17 November 1948

STATINTL

SUBJECT: Legal Holidays

STATINTL

Paragraph 15, Administrative Instruction [redacted] dated 24 June 1948,  
is 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 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 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.

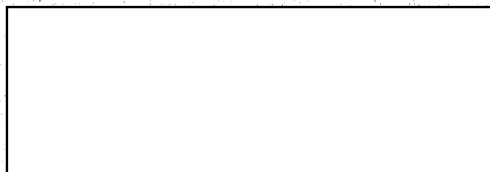
(3) When a Legal Holiday falls on Saturday, there will be no additional non-work day unless proclaimed by the President as indicated in (4) below.

(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.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for  
Administration and Management

DISTRIBUTION: All CIA employees

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

9 August 1949

SUBJECT: Time, Leave, and Pay

STATINTL

RECISSION: Paragraphs 3. f and 3. g, Administrative Instruction  
No. [redacted] dated 22 April 1949.

STATINTL

STATINTL

In accordance with Decision of the Comptroller General, No. B-83881 dated 17 March 1949, the regulations contained in paragraphs 3. f, and 3. g, Administrative Instruction [redacted] dated 22 April 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:

[redacted signature box]

STATINTL

Executive

DISTRIBUTION: A C . . .

CENTRAL INTELLIGENCE AGENCY

Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NUMBER [ ]

17 November 1948

STATINTL  
STATINTL

SUBJECT: Legal Holidays

Paragraph 15, Administrative Instruction No. [ ] dated 24 June 1948,  
is 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 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 --

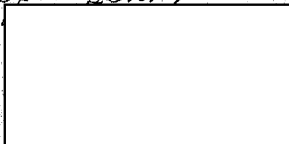
(a) The following Monday will be officially observed as the holiday and non-work day by the employees whose regular work week is Monday through Friday.

(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

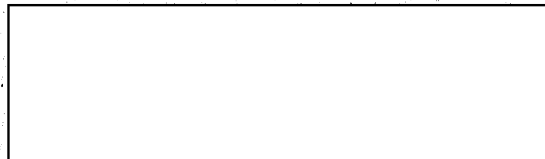
*Copies sent to*



STATINTL

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

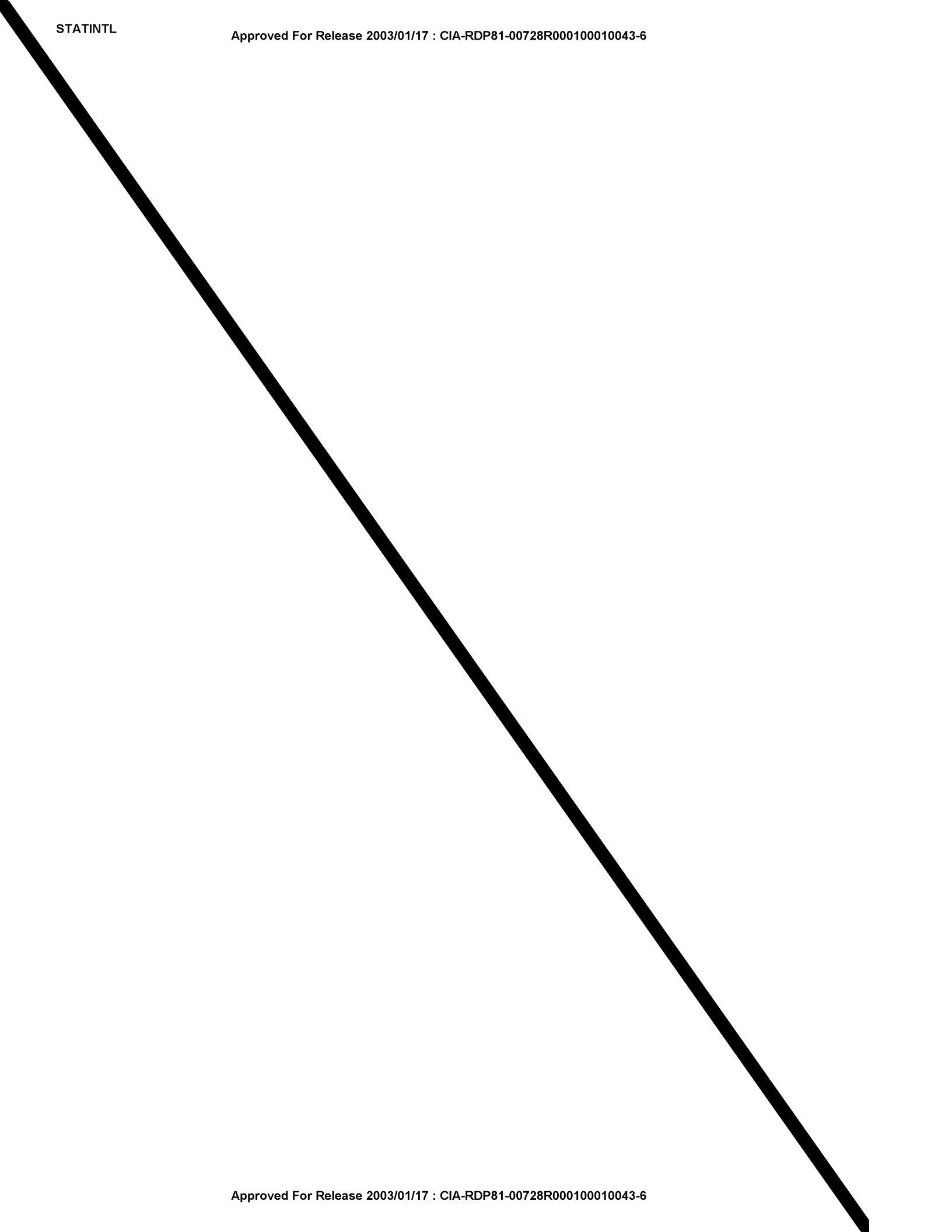
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive for  
Administration and Management

DISTRIBUTION: All CIA employees

STATINTL



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

27 October 1949

STATINTL

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 established 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 hours of duty.

STATINTL

2. Paragraph 14a of Administrative Instruction  dated 22 April 1949, is rescinded.

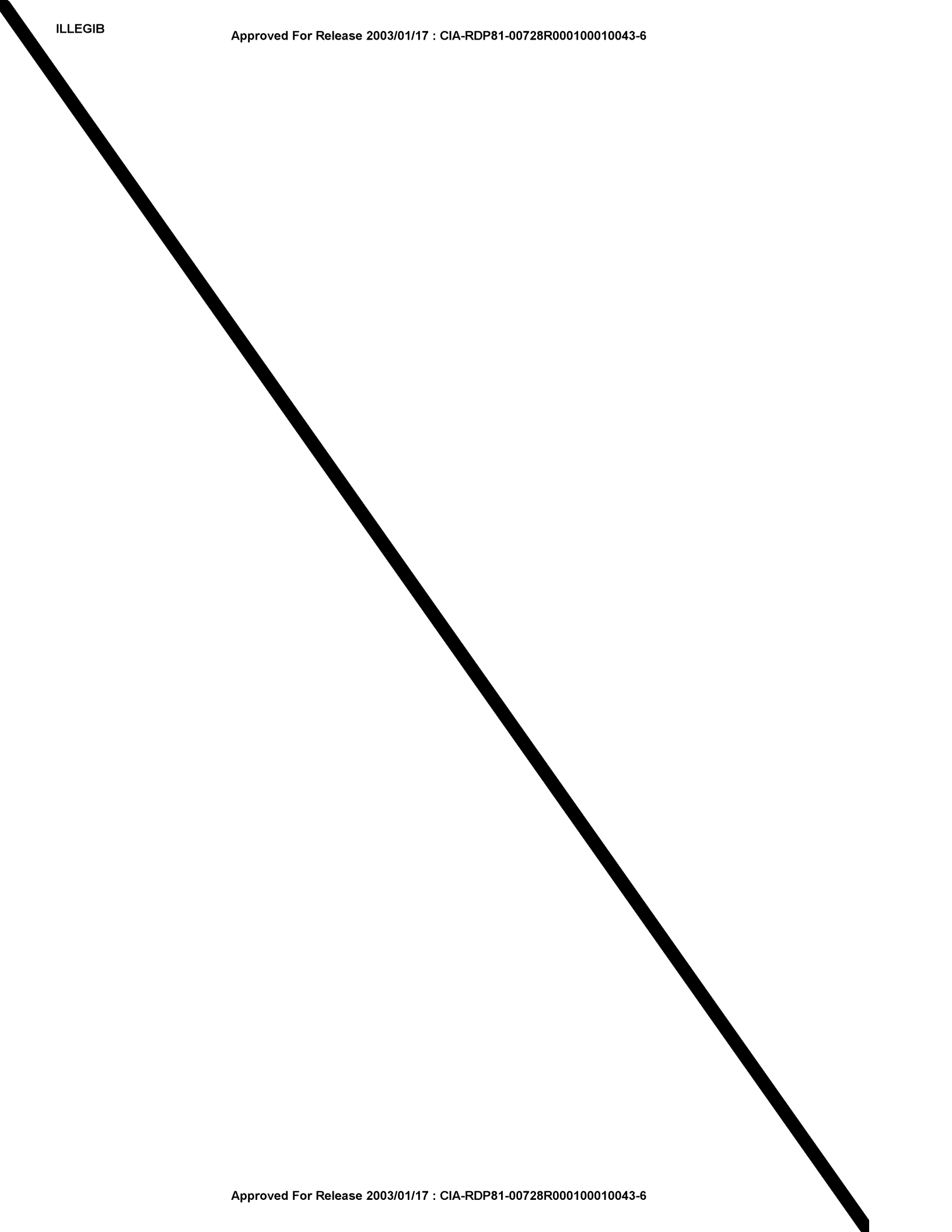
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive

DISTRIBUTION: A

*Coordinated with Budget  
Ru*





*File*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

28 January 1949

STATINTL

SUBJECT: Time, Leave and Pay (Official Working Hours)

The official working hours for all activities of the Central Intelligence 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:

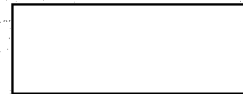
Acting Executive

DISTRIBUTION: All CIA Employees.

STATINTL

*RESOUND - ADMW. INST.   
DTD 22 APRIL 1949*

STATINTL



OCT 31 1949

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

27 October 1949

STATINTL

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 established 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 hours of duty.

2. Paragraph 14a of Administrative Instruction dated 22 April 1949, is rescinded.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Executive

DISTRIBUTION: A

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

27 October 1949

STATINTL

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 established 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 hours of duty.

STATINTL

2. Paragraph 14a of Administrative Instruction No  dated 22 April 1949, is rescinded.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive

DISTRIBUTION: A

STATINTL

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

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

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*revised*  
*by* [redacted]  
*4/22/49*

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

28 January 1949

STATINTL

SUBJECT: Time, Leave and Pay (Official Working Hours)

The official working hours for all activities of the Central Intelligence 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:

[redacted signature box]

Acting Executive

DISTRIBUTION: All CIA Employees.

25X1A

DRAFT [ ] 11/4/49

~~CONFIDENTIAL~~

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

**RESTRICTED**

*File*  
*8 Nov. 49*

25X1A

ADMINISTRATIVE INSTRUCTION:  
NO. [ ]

SUBJECT: Jury Duty

25X1A

1. Paragraph 11 a. Administrative Instruction [ ] is amended  
by adding the following:

"11.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  
will be forwarded <sup>through the Assistant Director or Staff Chief concerned</sup> to the Legal Staff for action."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[ ]

Executive

25X1A

CONCURRENCE:

Legal Staff [ ]

(DATE)

*7 Nov 1949*

~~CONFIDENTIAL~~

**RESTRICTED**

STATINTL

RESTRICTED

NOV 9 1949



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

8 November 1949

SUBJECT: Jury Duty.

STATINTL

Paragraph 11a, Administrative Instruction is amended  
by adding the following:

"11.a.(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 post-  
ponement rather than an excuse from duty will be made. Re-  
quests for excuse from jury duty or postponement will be for-  
warded through the Assistant Director or Staff Chief concerned  
to the Legal Staff for action."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Executive

STATINTL

DISTRIBUTION: A

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

8 November 1949

SUBJECT: Jury Duty.

STATINTL

Paragraph 11a, Administrative Instruction  is amended  
by adding the following:

"11.a.(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 Legal Staff for action."

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

DISTRIBUTION: A

RESTRICTED



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

15 February 1949

SUBJECT: Annual Leave. (Time, Leave and Pay)

Paragraph 2, Administrative Instruction [REDACTED] 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 will constitute voluntary forfeiture of annual leave which is in excess of the maximum that may be accrued.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES.

STATINTL

*presented by*  
AI [ ]  
4/22/49

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

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 will constitute voluntary forfeiture of annual leave which is in excess of the maximum that may be accrued.

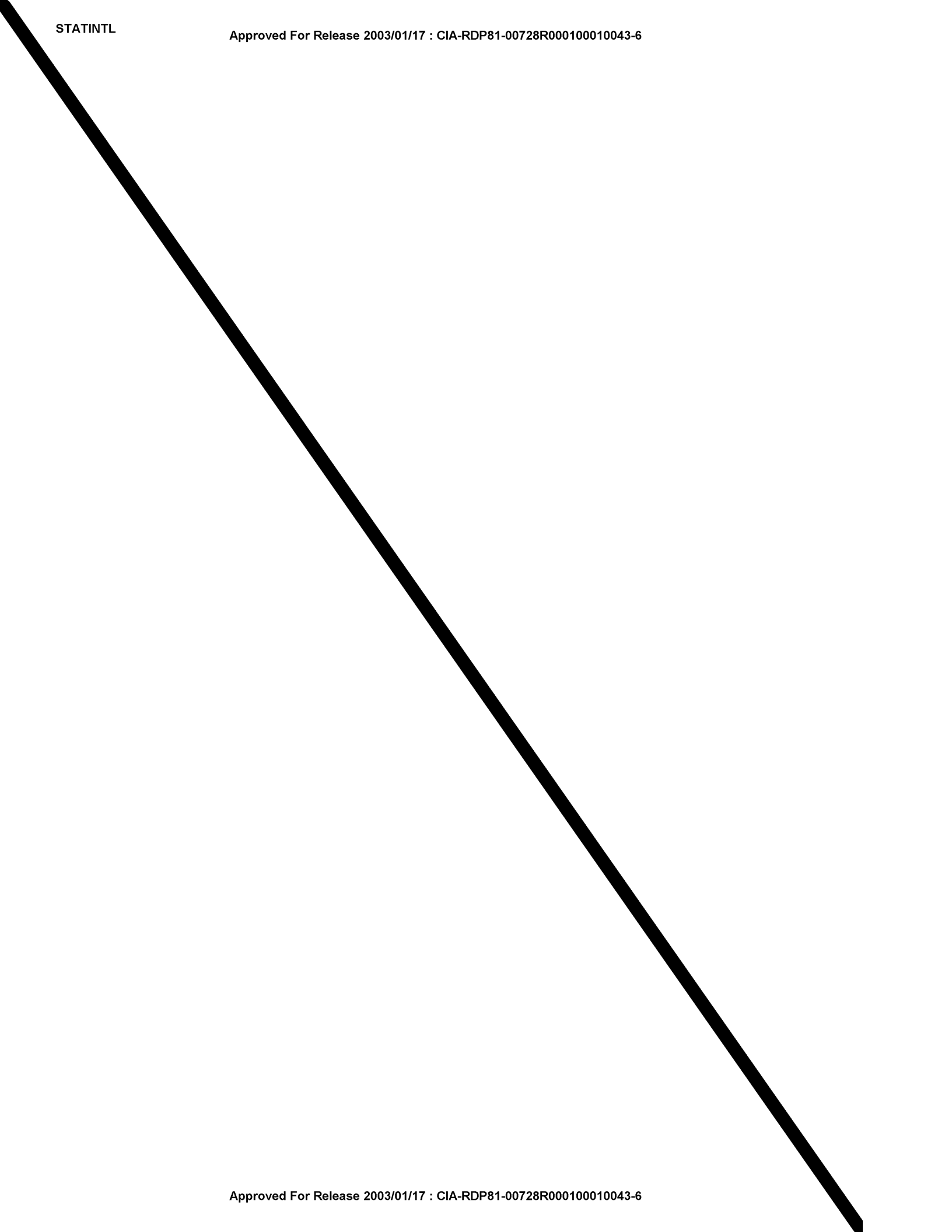
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[ ]

Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES.



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

*Stearns*  
20  
27 June 1950  
*F.H.*

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

*small p.*

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 seen 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

*small p.*

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.

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

LEGIB

"(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. *small p.*

*small p.* - "(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.

"(5) Although the types of leave set forth under d(2)(a), (b), and (c), above, do not constitute a break in 'continuous ~~Agency~~ service abroad', they do not count 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.

*20*  
*25*  
"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

DISTRIBUTION: A

STANDARD FORM NO. 64

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer  
FROM : Assistant Director for Operations  
SUBJECT: Temporary Duty Enroute to Overseas Posts

DATE: JUL 31 1950

STATINTL

- References:
- a. Administrative Instruction [redacted] 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)

1. With regard to our recent conversation on this subject, the following statement is submitted merely for your convenience and for inclusion in the relevant files. You will note that the change which we requested in the 31 March draft was incorporated into the 11 May draft as Paragraph F 2, (reference c). It took care of this problem and we concurred in the draft. The necessary paragraph was, however, omitted from the instruction as issued.

2. Paragraph 8d (1) of reference a. now states, "Two years' continuous service abroad shall begin upon officially reporting for duty at his permanent duty station." [redacted]

STATSPEC

STATSPEC

3. It is therefore recommended that reference regulation be amended to permit "temporary duty served at overseas field stations while en route to an assigned station" to be counted as continuous service abroad.

*How about to AND from*

[redacted signature box]

GEORGE G. CAREY

STATINTL

JUL 31 1950

STATINTL

at *File*  
[Redacted Box]

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [Redacted Box]

15 June 1950

SUBJECT: Time, Leave, and Pay.

STATINTL

STATINTL

Administrative Instruction [Redacted Box] 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* 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 [Redacted Box] 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

*b* 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* C. Nonavailability for Work

While on home leave <sup>in the continental United States</sup> 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 Year Contract~~

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

(2) A person who is a resident of the United States, or its Territories and Possessions, and is employed by the Agency overseas shall be required to execute a "two year overseas contract", Form No. 51-104 or 55-104, at the time of his employment by the Agency.

*d. f.* B. Two Years' Continuous [ ] Service Abroad

ILLEGIB

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

ILLEGIB

(2) The following types of leave shall not constitute a break in continuous [ ] service abroad:

ILLEGIB

(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.

*d. f.* (3) Although the types of leave set forth under §(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.

ILLEGIB

*d. f.* C. Nonexemption of Travel Time

Annual or sick leave granted under the circumstances set forth in §(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. "

[ ]

[ ]

STATINTL

Acting Executive

DISTRIBUTION: A.



Executive

21 June 1950

Legal 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

4. 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

phw  
cc: Subject ✓  
Chrono

Attach:  
2 Stencils  
Background file.

C O P Y

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

30 June 1950

STATINTL

SUBJECT: Time, Leave and Pay

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.

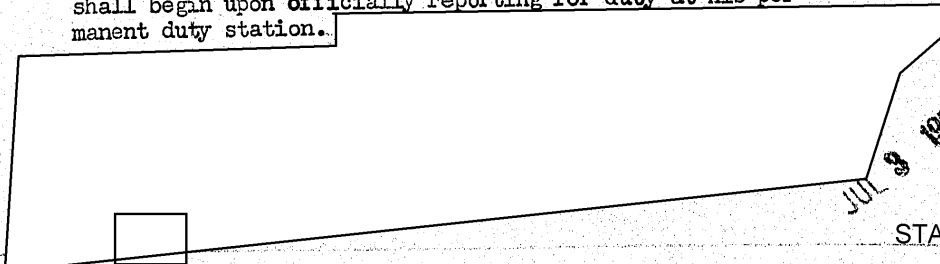
"c. Non-availability for Work

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) The two years' continuous service abroad shall begin upon officially reporting for duty at his permanent duty station.

ILLEGIB



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

DISTRIBUTION: A

CONFIDENTIAL

*Typed for signature of Exec*

25X1A

MEMORANDUM FOR: [redacted] DRAFT (HDM) 11 May 1950  
FROM: Management Officer  
SUBJECT: Draft of Administrative Instruction re Time, Leave, and Pay.

1. There is reproduced below a re-draft of a proposed Administrative Instruction concerning time, leave, and pay. A previous draft was circulated on 31 March 1950. The suggested revisions have been incorporated into this re-draft.
2. Request that you forward your comments or concurrence to this office by 22 May 1950.

25X1A

[redacted] Management Officer

ADMINISTRATIVE INSTRUCTION NO. [redacted]

25X1A

SUBJECT: Time, Leave, and Pay.

*6/15/50*

25X1A

Administrative Instruction [redacted] 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 <sup>by the government</sup> after 5 years continuous Agency service abroad, or at such time 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.

CONFIDENTIAL

CONFIDENTIAL

25X1A

~~6. Per Diem~~

~~Per Diem during the period of travel will be paid in accordance with the applicable Foreign Service Regulations except that delays of more than 24 hours en route must be justified in writing.~~

*Just here  
to  
me  
(7/1/54)*

**Q. 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 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.

**A. Two Year Contract**

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

(2) A person who is a resident of the U. S., or its Territories and Possessions, and is employed by the Agency overseas shall be required to execute a "two year overseas 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) Time spent at a temporary duty station prior to reporting to a permanent duty station will be credited toward two years continuous Agency service abroad provided there is no break in continuous Agency service abroad.~~

*Is this etc?  
so when added*

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

(4) Although the types of leave set forth under **E(2)(a),(b)**, and (c), above, do not constitute a break in "continuous Agency service abroad", they <sup>do</sup> count 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.

CONFIDENTIAL

CONFIDENTIAL

G. Non-Exemption of Travel Time

Annual or sick leave granted under the circumstances set forth in [redacted] (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.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
Acting Executive

DISTRIBUTION: A.

CONFIDENTIAL

LEGIB

25X1A

STATINTL  
1950



*File*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO.

30 June 1950

STATINTL

SUBJECT: Time, Leave and Pay

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.

*l*

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

DISTRIBUTION : A

- 2 -

1950 JUL 07 08 36

RECEIVED  
SPECIAL FUNDS BRANCH



GENERAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

30 June 1950

STATINTL

SUBJECT: Time, Leave and Pay

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

DISTRIBUTION : A

AE



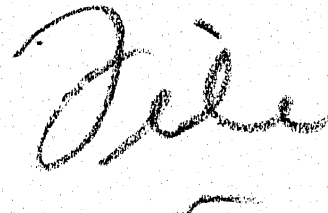
STATINTL

Eff. immediately this agency will  
operate on a 6 day week -

However it is intended that  
the majority of the employees -  
will work on a 4/4 hr. work  
week -

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.



STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

19 December 1950

SUBJECT: Time, Leave and Pay

STATINTL

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

"1a(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.

STATINTL

(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

STATINTL

*Concur:*  
  
*B. Campbell*  
*18 December 1950*

RESTRICTED



RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO.

2 February 1951

SUBJECT: Time, Leave and Pay.

STATINTL

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

"1a(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."

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Assistant Deputy Director  
(Administration)

DISTRIBUTION: #2

RESTRICTED

FEB 3 1951

STATINTL

DRA: [ ] 1 February 1951

**RESTRICTED**

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

SUBJECT: Time, Leave and Pay

STATINTL

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

"1a(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 Staff Chief concerned shall determine ~~what sort of staff shall be maintained~~ <sup>the minimum amount</sup> 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 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 [ ] does not apply in connection with this Instruction."

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director

Distr. No. 3

**RESTRICTED**

STATINTL

*Returning to  
for  
file* <sup>WJ</sup>

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

19 December 1950

SUBJECT: Time, Leave and Pay

STATINTL

1. Paragraph 1a, Administrative Instruction [redacted] dated 22 April 1949, is hereby rescinded and the following substituted therefor:

"1a(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.

STATINTL

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

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[redacted signature box]

MURRAY McCONNEL  
Deputy Director for Administration

STATINTL

STATINTL

Distribution: No. 3

*See above  
27 January 51  
CIA Admin Post*

RESTRICTED



RESTRICTED

*Registery*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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:

"1a(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  does not apply in connection with this Instruction."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Assistant Deputy Director  
(Administration)

DISTRIBUTION: #23

RESTRICTED

STATINTL

STATINTL

STATINTL

STATINTL

STATINTL

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION

2 February 1951

NO. [redacted]

SUBJECT: Time, Leave and Pay.

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

"1a(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. [redacted] does not apply in connection with this Instruction."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
Assistant Deputy Director  
(Administration)

DISTRIBUTION: #23

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [redacted]

19 December 1950

SUBJECT: Time, Leave and Pay

1. Paragraph 1a, Administrative Instruction [redacted] dated 22 April 1949, is hereby rescinded and the following substituted therefor:

"1a(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 [redacted] does not apply in connection with this Instruction."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
MURRAY McCONNEL  
Deputy Director for Administration

Distribution: No. 3

*rescinded by*  
*AI* [redacted] [redacted]  
*27 Feb 1951*

STATINTL

STATINTL

RESTRICTED