

**Administrative - Internal Use Only**

MEMORANDUM FOR: Compensation Division  
Office of Finance

SUBJECT: Approval of Advanced Sick Leave  
for

STAT

1. Approval of requested advanced sick leave is granted to Subject employee for 240 hours.

2. This leave is approved subject to the following:

- a. All accumulated annual leave accrued in excess of 160 hours and all accumulated sick leave has been exhausted.
- b. A certificate from the attending physician must be forwarded immediately by the employee's administrative office to C/PAB/OP. The nature of the illness or injury and the estimated date the employee will be able to return to duty should be stated on the certificate.
- c. As sick leave is earned it will be used by the Office of Finance to reduce this advance until it is liquidated.
- d. Employee will call Office of Medical Services, extension  upon return to duty.

STAT

Deputy Director of Personnel

STAT

Copies to:  
Chief, Admin Office  
OP/Files

NOTE: This approval is limited to this specific illness only. Any unused leave that has been advanced is to be cancelled upon Subject's return to duty.

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DISTRIBUTION:

- Original - Addressee
- 1 - DD/Pers
- 1 - BSD
- 1 - Chief, Admin Office
- 1 - OP Files

STAT DD/Pers/SP/BS/  2 December 1983

**Administrative - Internal Use Only**

**ROUTING AND TRANSMITTAL SLIP**

Date **17 NOV 1983**

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DC/BSD		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

[redacted] of the EEO/Handicapped program is hand carrying the [redacted] case to Hugh in Retirement today. Retirement will then contact OMS to get their Medical report which will, per Hugh, require an OMS panel meeting with an outside doctor and usually takes 2-3 weeks to set up.

When Retirement gets that report in hand it will be a matter of only a very few days until the package is complete and ready to go to OPM.

Gloria is currently using her annual leave as all sick leave has been exhausted. Her annual leave will carry her through the end of November. If the 240 hours of sick leave is approved it will be used during November vice the annual leave. (over)

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

<b>FROM: (Name, org. symbol, Agency/Post)</b>	Room No.—Bldg.
[redacted] Chief, Personal Affairs Branch	Phone No.

5041-102

**OPTIONAL FORM 41 (Rev. 7-76)**  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT  
STAT

STAT

Approved For Release 2006/11/04 : CIA-RDP85-00375R000200090013-8

The net effect is that Gloria will have reinstated to her the annual leave she is currently using.

Approved For Release 2006/11/04 : CIA-RDP85-00375R000200090013-8

**ROUTING AND TRANSMITTAL SLIP**

Date 10 Nov 83

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DC/BSD	<i>GD</i>	11/10/83
2. C/BSD		
3. DD/Pers/SP		
4.		
5. PAB		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	<input checked="" type="checkbox"/> Signature
Coordination	Justify	

**REMARKS**

Bill and George:

This advance of sick leave will be a "write-off" because on 19 October 1983 OMS declared [redacted] and recommended that she apply for disability retirement. Her leave balances, as of 1 November, were 160 hours annual and 18 hours sick.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

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MEMORANDUM FOR: Compensation Division  
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for [REDACTED]

STAT

1. Approval of requested advanced sick leave is granted to Subject employee for 240 hours.

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- c. As sick leave is earned it will be used by the Office of Finance to reduce this advance until it is liquidated.
- d. Employee will call Office of Medical Services, extension [REDACTED] upon return to duty.

STAT

[REDACTED]  
Chief, Benefits and Services Division  
Office of Personnel

STAT

Copies to:  
Chief, Admin Office  
OP/Files

NOTE: This approval is limited to this specific illness only. Any unused leave that has been advanced is to be cancelled upon Subject's return to duty.

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BSD  
HOLD

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Deputy Chief, Benefits and Services Division  
5E56 Headquarters

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/BS

STAT

STAT

At your request, [redacted] has researched [redacted] sick leave status. As of 1 November, she had only 18 hours of sick leave on the books and this has subsequently expired. EEO hand carried the [redacted] file to Retirement Affairs Division on 17 November. Retirement Affairs Division then contacted OMS to get their medical report. [redacted] (RAD) advises that obtaining a medical report usually requires OMS to set up a panel meeting with an outside doctor and this usually takes two or three weeks. Upon receipt of the OMS report, [redacted] case will be forwarded to OPM where more time will be required for them to make a final decision.

2.

DD/Pers/SP

3.

EO/OP

4.

DD/Pers

5.

6.

7.

8.

9.

PAB

10.

11.

[redacted]

DD/PERS APPROVED

Recommend you sign the attached memorandum authorizing her an advance of 240 hours sick leave.

12.

THIS YESTERDAY. PLS. LOOK FOR COMEBACK CD. & LET

13.

ME KNOW WHEN WE HAVE IT.

14.

[redacted]

15.

12/7/85

BENEFITS AND SERVICES DIVISION

Personal Affairs Branch  
(Branch)

4 OCT 1983

Presenter	Course Title or Group Briefed	Frequency
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	Field Admin <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>	5 times a year <sup>STAT</sup>
	<span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px;"></span> Briefings as arranged by CPB	Approx. 16 a year
	Overseas Orientation	Approx. 3 times a year
	<span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span>	Approx. 3 times a year <sup>STAT</sup>
	PAB Skills Session	4 times



27 October 1983

STAT MEMORANDUM FOR [ ] FILE:

STAT On Friday afternoon, 21 October 1983, I received a call from [ ] STAT  
[ ] Deputy Inspector General, asking what is the average length of STAT  
time necessary to get an approved Disability Retirement or Compensation STAT  
Claim. He was aware that claims vary in complexity and therefore in time STAT  
required to process. However, in reviewing the [ ] case, he recalled STAT  
from his previous assignments that it was not unusual for disability claims STAT  
to require ~~an~~ extensive time to process and questioned in his own mind STAT  
whether the time elapsed in the [ ] case was inordinately long by STAT  
comparison. I told [ ] I would make some inquiries and call him back.

STAT [ ] had all disability retirement applications for the STAT  
first 6 months of 1982 pulled. (Same time frame as [ ] She STAT  
determined that they averaged 4 months, 27 days. A little over 2 months STAT  
of this time was spent in the OPM after the claim has been prepared and STAT  
sent to them. (Because of expedite handling the [ ] case was at OPM STAT  
only a little over 3 weeks.) Preparation involves completion of the STAT  
application, obtaining supervisors' statements, having the individual obtain STAT  
completed doctors' forms, a physical exam by our own OMS and a Board review STAT  
thereafter, and obtaining of finance records. [ ] pointed out that the STAT  
process will now be even longer since the Handicapped Officer must first  
find that no other suitable job exists for the individual.)

STAT [ ] did not have specific data to compute an average for STAT  
STAT Compensation cases as [ ] did for disability retirements. Our experience  
does show, however, that processing time for compensation approval runs  
about the same and for the same reasons as disability retirement.

STAT After gathering this information, I phoned it to [ ] on STAT  
STAT Tuesday morning, October 25. He said this was what he wanted and expressed  
appreciation for our efforts.

[ ] STAT

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Distribution:

Original - BSD Chrono

1 - PAB

1 - C/RAD

STAT DD/Pers/SP/BS [ ] (27October1983)