

13 February 1980

MEMORANDUM FOR: Harry E. Fitzwater
Director, Personnel, Policy, Planning, and Management

VIA: John E. Koehler
Deputy to the DCI for Resource Management

STAT FROM:
Director, Policy Guidance Office
Resource Management Staff

SUBJECT: Request for Exception to SIS Leave Accumulation
Policy

1. One of the incentives for participation in the Senior Intelligence Service is the opportunity to accumulate leave above the previous 240 hour maximum. The DCI established as a condition for the accumulation of this additional leave the requirement that members of the SIS take at least 80 hours of leave per year. The individual who fails to take the minimum of 80 hours of leave forfeits the difference between 80 hours and the number of hours taken.

2. The implementation of this policy as stated has resulted in circumstances for the undersigned which I believe were unintended and contrary to the intent of the DCI when the decision was made to adopt this policy. These circumstances are outlined below:

Date joined RMS:	27 February 1979
Leave hours transferred:	0
Leave hours accumulated, 1979:	142
Leave hours taken:	46
Leave hours forfeited:	34 (80-46)
Leave balance forwarded:	62 (vice 96)

3. As a member of the Resource Management Staff for only 10 months, my opportunity to accumulate leave was limited. As a new member of the Staff my incentives for taking leave were not great since I was anxious to learn my new responsibilities as quickly as possible. The announcement of this provision of the SIS in November and the duties of my office effectively precluded my taking leave to meet the 80-hour minimum during the months of November and December.

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4. I do not believe that the implementation of the SIS was intended to penalize newly joined members of either RMS or the Agency. I request that an exception to policy be made and that the 34 hours of leave forfeited be restored. I also suggest that you consider amending the SIS leave policy as it applies to newly joined members of the SIS (less than one year at the end of the leave year) to provide them the choice of accumulating leave up to 240 hours or accumulating leave beyond 240 hours as now provided in the SIS.

STAT

