

OCT 16 1969

PERSONNEL DIVISION

LEAVE REQUEST

Date: 25/9/69

(Read NOTE on reverse side)

NAME <i>E. M. WALSH</i>	EMPLOYEE No. <i>01356</i>	DEPARTMENT/DIVISION <i>PROP SHOP P-TL</i>	BASE/STATION <i>TNN</i>							
TYPE OF LEAVE REQUESTED	FROM		THROUGH	TOTAL No. OF						
	HOUR	DAY	MONTH	YEAR	HOUR	DAY	MONTH	YEAR	DAY	HOUR
HOME										
TRAVEL TIME										
ANNUAL VACATION										
ANNUAL	<i>800</i>	<i>27</i>	<i>Sept</i>	<i>1969</i>	<i>1730</i>	<i>27</i>	<i>Sept</i>	<i>1969</i>	<i>ONE</i>	
SICK										
WITHOUT PAY (30 DAYS OR LESS)										
(OTHER)										

ADDRESS (AND TELEPHONE No.) WHERE EMPLOYEE CAN BE REACHED WHILE ON LEAVE:

1. NAME OF OCCUPANT OF RESIDENCE. I. e. C/O

*E. Walsh*

2. COMPLETE ADDRESS (HOUSE No., STREET, CITY, STATE, ZIP CODE - IF APARTMENT, ALSO INDICATE APARTMENT No.)

*no. 12 Lane 29 Chin House Ct, Taiwan*

3. TELEPHONE No. (IF NO TELEPHONE AVAILABLE, SO INDICATE)

4. NAME OF CARRIER TO USA (TO BE COMPLETED BY EMPLOYEES PROCEEDING TO USA ON ANY TYPE OF LEAVE)

EMPLOYEE'S SIGNATURE: *E. M. Walsh*

APPROVALS	NAME	<i>P. Chambers</i>	DIVISION DIRECTOR	OFFICER	DIRECTOR OF PERSONNEL
	TITLE	<i>MFP</i>	<i>[Signature]</i>	<b>DSHP</b>	<i>[Signature]</i>
	DATE	<i>25 Sept 69</i>	SEP 30 1969		<i>R15.69</i>
ROUTING		INITIALS	DATE EMP:	REMARKS	
1. TO PERSONNEL DIVISION FOR APPROVAL		<i>[Signature]</i>	UNUSED, ACCURED LEAVE AS OF:		
2. TO PAYROLL DEPARTMENT FOR RECORDING/ACTION		<i>[Signature]</i>	S/L: DAYS		
3. TO PERSONNEL DIVISION FOR FILE			A/L: DAYS		
			H/L: DAYS		
			AVL: DAYS		

PD. 10-R13

(Space for Medical Certification on reverse side)

APPROVED FOR RELEASE DATE: 24-Aug-2010

**MEDICAL CERTIFICATION**

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

THE CHIEF OF MEDICAL DEPARTMENT OR DR. \_\_\_\_\_, COMPANY APPOINTED STAFF PHYSICIAN, HEREBY CERTIFIES THAT THE EMPLOYEE CONCERNED WAS (OR WILL BE) UNDER MEDICAL TREATMENT FROM \_\_\_\_\_, 19\_\_\_\_ TO \_\_\_\_\_, 19\_\_\_\_, INCLUSIVE, AND DURING SUCH TIME WAS (OR WILL BE) INCAPACITATED FOR REGULARLY ASSIGNED DUTIES.

NATURE OF DISABILITY: \_\_\_\_\_  
(IN GENERAL TERMS ONLY)

SIGNATURE OF CHIEF MEDICAL DEPARTMENT OR ATTENDING PHYSICIAN: \_\_\_\_\_

**NOTE**

1. TWO (2) COPIES OF THIS LEAVE REQUEST SHOULD BE SUBMITTED TO THE PERSONNEL DIVISION FOR LEAVE OF ANY TYPE WHICH INVOLVES TRAVEL TO THE USA. ONE (1) COPY OF THIS LEAVE REQUEST SHOULD BE SUBMITTED FOR LEAVE OF ANY TYPE WHICH DOES NOT INVOLVE SUCH TRAVEL. ALL LEAVE REQUESTS MUST BE SUBMITTED TO RECORDS SECTION OF PERSONNEL DIVISION (OR CHIEF OF PERSONNEL DEPARTMENT-TAINAN FOR CHINESE EMPLOYEES STATIONED AT TAINAN) FOR APPROVAL AND FURTHER HANDLING.
2. ONE (1) COPY OF THIS LEAVE REQUEST MUST BE RETAINED BY THE SUPERVISOR OF EMPLOYEES WHO DO NOT CLOCK TIME CARDS. THE SUPERVISOR SHALL COMPLETE RETURN TO DUTY REPORT ON THE REVERSE SIDE OF SUCH COPY AND SUBMIT SAME DIRECTLY TO RECORDS SECTION OF PERSONNEL DIVISION OR CHIEF OF PERSONNEL DEPARTMENT-TAINAN, AS APPROPRIATE, WHEN THE EMPLOYEE HAS RETURNED TO DUTY OR HAS FAILED TO RETURN TO DUTY UPON EXPIRATION OF THE EMPLOYEE'S APPROVED LEAVE. THE APPROVED LEAVE DATES, IF DIFFERENT FROM THE DATES ACTUALLY TAKEN, WILL BE AUTOMATICALLY ADJUSTED BY RECORDS SECTION OF PERSONNEL DIVISION OR CHIEF OF PERSONNEL DEPARTMENT-TAINAN, BASED ON THE INFORMATION CONTAINED IN THE COMPLETED RETURN TO DUTY REPORT. SUBMISSION OF A REVISION LEAVE REQUEST FOR THIS PURPOSE IS NOT NECESSARY.
3. FOR EMPLOYEES WHO CLOCK TIME CARDS AND WHOSE APPROVED LEAVE DATES ARE DIFFERENT FROM THE DATES ACTUALLY TAKEN, A REVISION LEAVE REQUEST MUST BE SUBMITTED TO SUPERSEDE THE ORIGINAL LEAVE REQUEST.
4. REQUEST FOR LEAVE WITHOUT PAY FOR A PERIOD OF OVER 30 DAYS MUST BE COVERED BY AN RPA FOR PRIOR APPROVAL BY DIRECTOR OF PERSONNEL.

**RETURN TO DUTY REPORT**

TO: PAYROLL DEPARTMENT VIA RECORDS SECTION, PND-TPE OR CHIEF OF PERSONNEL DEPARTMENT-TNN (CROSS OUT THE INAPPLICABLE ONE)

THIS IS TO CONFIRM THAT THE EMPLOYEE WHOSE NAME AND REQUESTED LEAVE ARE SHOWN ON THE OTHER SIDE:-

HAS RETURNED TO DUTY ON \_\_\_\_\_ AS SCHEDULED.

HAS RETURNED TO DUTY ON \_\_\_\_\_ WITH REVISED LEAVE DATES AS INDICATED ON THE OTHER SIDE.

HAS FAILED TO RETURN TO DUTY UPON EXPIRATION OF HIS REQUESTED LEAVE. ANOTHER REPORT WILL BE SUBMITTED WHEN HE RETURNS FROM THE LEAVE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(NAME, TITLE & SIGNATURE OF SUPERVISOR)