

MEMORANDUM

TO : Mr. E. Walsh via VPTS, DSHP, DP
FROM : Records Section, PND
SUBJECT: Your Home Leave and Home Leave Transportation

DATE: April 23, 1966
REF. No. PND-RS-66/0836

Reference: Your unnumbered memo dated 16 April 1966

Your request for home leave has been approved. It is pointed out that as of 30 June 1966, the date prior to your proceeding on home leave, you will have accrued the following leaves:

A/L	45 days
H/L	164 days

Your taking 83 days home leave at this time will leave you a balance of unused leave by 31 December 1966 as follows:

A/L	52.92 days (of which 10 days must be taken or forfeited before 31 Dec 1966)
H/L	86.67 days

Since the home leave trip you are presently applying was due you on 29 July 1964 (your 4th home leave trip), your intention to take the balance of your unused home leave in the next year by utilizing your 5th home leave trip (due you on 29 July 1967) appears to be in order.

Please complete the attached clearance slip (in duplicate) and return it to us before you depart. In order to receive your salary promptly, upon your reporting back to duty from home leave, be sure to complete the Return to Duty Report on the reverse side of the leave request form, of which a copy of your original request is retained by your supervisor. Please obtain your supervisor's signature on the Report and submit it to the Payroll Section via Records Section, PND.

We hope you will have a very enjoyable Home Leave and would like to wish you a "Bon Voyage".

S. T. Tang
Manager

cc: DSHP (with copy of approved L/R)
P/F

STT/eh

APPROVED FOR
RELEASE DATE:
24-Aug-2010