

TO: []
FROM: Aleks.
DATE: 13 June 1961.
SUBJECT: LEAVE BALANCE as of 13 May 1961. REQUEST FOR REVIEW.

1. Sick leave. Balance according to your note: 23 hrs.

I entered the services of this Agency in September 1951. My first sick leave I had in January 1961, thus after more than nine years of work with the Agency. This does not mean that I was not sick at all during this time. When I felt sick or tired I took time off on the account of the balance of the compensatory time I happened to have at those times. Thus, the balance of my sick leave as of arrival to this Office should have been approximately: 13 days X 9.5 years = 123.5 days or

988 hours.
Of this amount I have used after I joined this Office . . . -45 hours.
The difference should show the approx. balance of my sick- 943 hours
leave as of 13 May 1961.

2. Compensatory time off. Balance according to your note: 33 hours

For the overtime work on my last job in my former office I was credited with 57 hours of compensatory time which was honored by this Office. Thus, the balance on my start here was: . . . 57 hours. About the time used see below.

3. Annual leave. Balance according to your note: 12 hours

Before I joined this Office, on 19 Oct 1960, I had used two weeks (80 hours) of my annual leave for 1960. Thus, up to the end of the leave year 1960, 30 Nov. 1960, I was entitled ~~for~~ to two more weeks of annual leave, 1960 - . . . 80 hours

The accrualment of my annual leave for the period of time from 01 Dec 1960 up to 13 May 1961 should be approximately . . . 72 hours
Sum: 152 hours
Adding to this sum the amount of compensatory time showed, . . . 57 hrs,
we arrive to the joint amount of . . . 209 hours
of my annual and compensatory leave balance as to 19 Oct. 1960.

During my stay with this Office, up to 13 May 1961, I have had time off on five cases: (besides the sick leaves)
in Nov. 1960: on 25th 8 hours.
" Dec. " : " 23, 27, 28, 29, and 30th 40 hours.
" Jan. 1961: " 03rd 8 hours.
" Feb. " : " 20, 21, 23, and 24th 32 hours.
" May " : " 04 and 05th. 16 hours.
Sum: 104 hours.

Subtracting this sum from the joint amount of the honored compensatory time and the accrued annual leave, 209 hours
- 104 hours,
the remaining stock of 105 hours should constitute the balance of my annual and compensatory leaves as to 13 May 1961.

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