

Office Memorandum • UNITED STATES GOVERNMENT

TO [] Alex

DATE: 15 November 1961

FROM []

SUBJECT: Alex's leave - contract.

The following is what I have been able to find out regarding Alex's leave:

From Sept. 1951 to Feb. 1953 - in Munich as contract agent - no leave benefits that I can figure out since nothing in my files date that far back - will check further, but can say that contract agents are not necessarily entitled to leave benefits unless it's specifically stated in their contract.

From Feb. 1953 - Dec. 1957 - still a contract agent -

- a. Contract dated 24 Feb. 1954 - was receiving only 10 calendar days leave per contract year.
- b. on 15 October 1955 - contract amended to provide him with 15 calendar days leave per contract year.
- c. On 29 November 1957 contract further amended, effective 1 December 1957, to provide for annual leave/sick leave benefits. At this time he became a contract employee.

During the period 1951-1957 he did not receive sick leave benefits. Therefore, he can't claim sick leave until 1 December 1957. However, I will check this to be sure.

I shall also have to find out when he started to receive 6 hours (bi-monthly) annual leave. He may have started receiving it in 1957, or they may have started in 1960 (3 yrs - which is the required time necessary for regular govt. employees). I shall have to go to the new building to find out this information, so it may take a while.

Contract: No new contract has been drawn up since 1954 - they just kept amending it. However, he should have been shown all the amendments. I shall try to obtain copies of them. I will also suggest that a new, up-to-date contract be drawn up.

Compensatory Time: he had 57 hours when he came to us. However since then he has used 24 hours - 8 hours on 25 Nov 60, 8 hours on 23 Dec 60 and 8 hours on 3 Jan 61 - leaving a balance of 33 hours compensatory time.

Since this is not official compensatory time, I suggest that he use this comp time up instead of annual leave in the future.

DECLASSIFIED AND RELEASED BY
CENTRAL INTELLIGENCE AGENCY
SOURCE METHOD EXEMPTION 3828
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2008

STANDARD FORM NO. 64

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I understand that his original contract (1954) provided \$300 for moving his household effects from New York to D.C. Has this been used? I understand that his wife may be coming here soon to join him, If he hasn't moved any household effects since this contract was drawn up, that clause may still be in effect. Let me know.