

File

SR/6-62-82

19 March 1962

MEMORANDUM FOR: CEAS, C & TAB

ATTENTION : [] Room 6-B-65

SUBJECT : Mario K. Giordano (P) - Adjustment of Annual and Sick Leave Balances

1. Subject is a contract employee who has been employed continuously by the Agency since September 1951. On 30 October 1960 Subject was transferred from SR/DOB to the ~~Agency~~ Project. From that date the recording of Subject's annual and sick leave balances also was transferred to Headquarters Finance Division, CEAS. A recent review of Subject's leave record has revealed, however, that the leave balances which had accrued to his credit prior to 30 October 1960 were never transferred to the Headquarters finance office which is responsible for maintaining such records.

2. [] who has been Subject's supervisor since 1 January 1962, has reviewed thoroughly all the information available re Subject's leave balances. He has reviewed the leave benefits included in the basic contract of Subject and each amendment thereto; he has discussed this matter in detail with DOB administrative officer who handled Subject's leave record when he was assigned to DOB; and he has discussed this matter with knowledgeable persons in the Contract Personnel Division and in Headquarters Finance Division. In addition, a complete review of his leave record as he understood and remembered it was made by Subject himself and presented to [] .

3. Based on a review of all available information re Subject's leave balances for the period September 1951 to 30 October 1960, it is our belief that Subject had accrued 600 hours of sick leave and 130 hours of annual leave on 30 October 1960.

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4. It is requested, therefore, that the leave record of Mario K. Giordano be amended to reflect an accrued leave balance of 600 hours of sick leave and 130 hours of annual leave as of 30 October 1960.

5. For any further information on this matter, please contact [redacted], extension 6604.

[redacted]
Chief, SR/6

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