

SECRET

DPD-1411-59
Copy 2 of 5

5 March 1959

MEMORANDUM FOR: Employee Services Branch

FROM : DPD-DD/P

25X1A

SUBJECT : Request for Advance Sick Leave - [REDACTED]

1. It is requested that approval be granted for advanced sick leave in the amount of 151 hours to [REDACTED] of this office.

25X1A

2. [REDACTED] is presently suffering from a back condition and has been advised by her physician to rest from a period of three to four weeks.

3. Present planning is for [REDACTED] to leave at the close of business 20 March and return to work beginning 20 April 1959.

25X1A

4. A statement from [REDACTED] is attached for your information.

STATOTHR

25X1A

[REDACTED]
PERSONNEL OFFICER
DPD-DD/P

Attachment
A/S

Distribution
1 & 2 - Addressee
3 - T & A File
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LPM:ekh

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