

26 August 1953

MEMORANDUM FOR: Payroll Branch, Fiscal Division

SUBJECT: Leave Balances

After checking leave balances sent out by your Office last week against my records I find that the following do not agree. Wishing to correct any discrepancies in my records I would like to check them against yours. If it would be more convenient for me to come to your office to check these please let me know.

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Annual Leave	James Q. Reber	[REDACTED]	[REDACTED]
Balance 15 Aug. 1953 (from Fiscal Div.)	397	21	203
Accrued 16 Aug. 1953 - 2 Jan. 1954	64	40	64
	<u>461</u>	<u>61</u>	<u>267</u>
Used 16 Aug. - 2 Jan. 1954	50	47	86
	<u>411</u>	<u>14</u>	<u>181</u>
Accrued 3 Jan. - 31 July 1954	90	60	90
	<u>501</u>	<u>74</u>	<u>271</u>
Used Jan. - 31 July 1954	84	9	76
	<u>417</u>	<u>65</u>	<u>195</u>
Balance 31 July 1954 (my record)			
Balance 31 July 1954 (Fiscal Div.)	397	55	203
Difference	-20	-10	+8

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[REDACTED]  
Planning and Coordination  
Staff, O/DCI

*Admin File  
appropriations - Time & attendance*