

23 June 1961

OFFICE OF PERSONNEL MEMORANDUM NO. 20-645-11

SUBJECT: Approval of Requests for Advance Sick Leave

1. Applications for advance sick leave require approval of the Office of Personnel (paragraph 4f(6), [redacted]). To provide for equitable action on such requests, the Director of Personnel has adopted the following criteria for application in reviewing such requests for advance sick leave:

a. Approval of advance sick leave will be subject to the proviso that all accumulated sick leave and all accumulated annual leave accrued in excess of eighty hours has been exhausted by the applicant for advance sick leave.

b. Normally, applications by or in behalf of an employee whose physical condition is such that the medical prognosis indicates grave doubt of a return to active duty status will be referred to the Director of Personnel. Retirement annuities in such cases are made effective immediately after the employee's pay status is discontinued.

c. Sick leave will not be advanced in connection with an application for leave of absence (annual, sick or LWOP) for maternity reasons.

2. Appropriate changes are being made in the revision of [redacted] now in preparation. However, in view of general interest in the application of these guides, this memorandum is being issued in advance of the formal regulation.

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Acting Director of Personnel

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