

DEPARTMENT OF DEFENSE
ARMED FORCES SECURITY AGENCY
Washington 25, D. C.

AFSA MEMORANDUM NO. 32-27 (Appendix 1)

11 December 1951

SUBJECT: Leave Administration

1. Public Law 223 has made major changes to the annual leave and sick leave regulations for civilian employees, summarized as follows:

a. Annual leave

- (1) The Independent Office Appropriations Act of 1951 provided for reduction of annual leave from 26 days to 20 days per calendar year, effective 1 July 1951. Public Law 223 repealed that provision, retroactive to 1 July 1951, and employees will continue to earn 26 days annual leave during calendar year ending 31 December 1951.
- (2) Effective 6 January 1952, the accrual of annual leave will be on the basis of combined civilian and military service as follows: 1/2 day of annual leave per bi-weekly pay period for employees with up to 3 years of service; 3/4 day of annual leave per bi-weekly pay period for employees with 3 but less than 15 years of service; and 1 day of annual leave per bi-weekly pay period for employees with 15 or more years of service. Any change in the rate of accrual will take effect as of the beginning of the pay period following that in which service aggregates 3 or 15 years.
- (3) Maximum accumulation of annual leave will be restricted generally to 60 days for employees serving within the United States and 90 days for employees serving outside of the United States.
- (4) Effective 6 January 1952 eligibility for accrual of annual leave of new employees will be dependent upon continuous employment for a period of 90 days after appointment, i.e., absences during the first 90 days which would normally be charged to annual leave will be charged to leave without pay.

b. Sick leave. Effective 6 January 1952:

- (1) Sick leave will be accrued on the basis of 1/2 day for each bi-weekly pay period.
- (2) There will be no limit on the amount of sick leave that may be accumulated.
- (3) Sick leave will be credited after the first pay period of employment.

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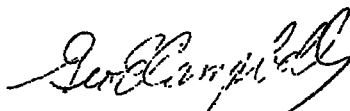
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2. The Civilian Personnel Branch, AFSA 153, at an early date, will furnish each employec with a summary of the new leave regulations which will include a statement of total civilian and military service (years and months) appearing in his official personnel record file.

3. The basic memorandum will be revised when the many questions raised by Public Law 223 have been resolved by decisions of the Comptroller General of the United States.

4. The Chief, ASA, concurs that these provisions apply to ASA employces.

FOR THE DIRECTOR:



GEO. E. CAMPBELL
Colonel, IGS
Adjutant General

DISTRIBUTION III