

PERSONNEL DIVISION

LEAVE REQUEST FORM

Date: 21 March 1968

(Read Note on Reverse Side)

Name John C. McRaney Ref. No. 06577 Department Flying Station BKK

TYPE OF LEAVE REQUESTED	FROM:				THROUGH:				TOTAL No. OF	
	HR	DAY	MONTH	YEAR	HR	DAY	MONTH	YEAR	DAY	HR
Home X	2400	15	Jun	68	2400	12	Sept	68	90	-
Travel Time X	2400	12	Sept	68	2400	19	Sept	68	7	-
Annual										
Sick										
Without Pay (30 days or less)										
(OTHER)										

Address (and telephone No.) where employee can be reached while on leave:

J.C. McRaney

1. Name of occupant of residence, i.e. % _____

2. Complete address _____

HOUSE NO., STREET, CITY, STATE - IF APARTMENT, ALSO INDICATE APARTMENT NO.

3. Telephone No. KE 7 9507 (if no telephone available, so indicate)

John C. McRaney
Employee's Signature

APPROVALS:

MPD/BKK 21 March 68

EM/BKK

Name	Title	Date	Name	Title	Date
<u>DPD</u>					
Division Director		Date	Officer		Date

Director of Personnel

Remarks:

ROUTING	Initials
1. To Personnel Division for Approval	
2. To Payroll Section for Recording/Action	
3. To Personnel Division for File	

(Space for Medical Certification on reverse side)

MEDICAL CERTIFICATION

DATE: _____

THE CHIEF OF MEDICAL DEPARTMENT OR DR. _____, COMPANY APPOINTED STAFF PHYSICIAN, HEREBY CERTIFIES THAT THE EMPLOYEE CONCERNED WAS (OR WILL BE) UNDER MEDICAL TREATMENT FROM _____, 19____ TO _____, 19____, INCLUSIVE, AND DURING SUCH TIME WAS (OR WILL BE) INCAPACITATED FOR REGULARLY ASSIGNED DUTIES.

NATURE OF DISABILITY: _____
(IN GENERAL TERMS ONLY)

SIGNATURE OF CHIEF MEDICAL DEPARTMENT OR ATTENDING PHYSICIAN: _____

NOTE

1. EXCEPT FOR ANNUAL LEAVE OR LEAVE WITHOUT PAY INVOLVING DISCOUNTED TRAVEL ON OTHER CARRIERS, FOR WHICH TWO COPIES OF THE REQUEST MUST BE SUBMITTED, ONLY ONE COPY IS NORMALLY REQUIRED IN OTHER CASES. ALL LEAVE REQUESTS MUST BE SUBMITTED TO RECORDS SECTION OF PERSONNEL DIVISION (OR PERSONNEL MANAGER, TAINAN FOR CHINESE EMPLOYEES STATIONED AT TAINAN) FOR APPROVAL AND FURTHER HANDLING.
2. FOR EMPLOYEES WHO DO NOT CLOCK TIME CARDS, ANOTHER EXTRA COPY EACH OF ALL LEAVE REQUESTS SHALL BE RETAINED BY THE CONCERNED SUPERVISORS. THE SUPERVISOR SHALL COMPLETE RETURN TO DUTY REPORT ON THE REVERSE SIDE OF THE EXTRA COPY AND SUBMIT SAME DIRECTLY TO RECORDS SECTION OF PERSONNEL DIVISION OR PERSONNEL MANAGER, TAINAN, AS APPROPRIATE, WHEN THE EMPLOYEE HAS RETURNED TO DUTY OR HAS FAILED TO RETURN TO DUTY UPON EXPIRATION OF THE EMPLOYEE'S APPROVED LEAVE. THE APPROVED LEAVE DATES, IF DIFFERENT FROM THE DATES ACTUALLY TAKEN, WILL BE AUTOMATICALLY ADJUSTED BY RECORDS SECTION OF PERSONNEL DIVISION OR PERSONNEL MANAGER, TAINAN, BASING ON THE INFORMATION CONTAINED IN THE COMPLETE RETURN TO DUTY REPORT. SUBMISSION OF A REVISION LEAVE REQUEST FOR THIS PURPOSE IS NOT NECESSARY.
3. FOR EMPLOYEES WHO CLOCK TIME CARDS AND WHOSE APPROVED LEAVE DATES ARE DIFFERENT FROM THE DATES ACTUALLY TAKEN, A REVISION LEAVE REQUEST MUST BE SUBMITTED TO SUPERSEDE THE ORIGINAL LEAVE REQUEST.
4. REQUEST FOR LEAVE WITHOUT PAY FOR A PERIOD OF OVER 30 DAYS MUST BE COVERED BY AN RPA FOR PRIOR APPROVAL BY DIRECTOR OF PERSONNEL.

RETURN TO DUTY REPORT

TO: PAYROLL SECTION VIA RECORDS SECTION, PND-TPE OR PERSONNEL MANAGER, TNN (CROSS OUT THE INAPPLICABLE ONE)

THIS IS TO CONFIRM THAT THE EMPLOYEE WHOSE NAME AND REQUESTED LEAVE ARE SHOWN ON THE OTHER SIDE:-

- HAS RETURNED TO DUTY ON _____ AS SCHEDULED.
- HAS RETURNED TO DUTY ON _____ WITH LEAVE DATES REVISED TO BE FROM _____ THROUGH _____
(HOUR) (DAY) (MONTH) (YEAR) (HOUR) (DAY) (MONTH) (YEAR)
- HAS FAILED TO RETURN TO DUTY UPON EXPIRATION OF HIS REQUESTED LEAVE. ANOTHER REPORT WILL BE SUBMITTED WHEN HE RETURNS FROM THE LEAVE.

DATE

(NAME, TITLE & SIGNATURE OF SUPERVISOR)