

PERSONNEL DIVISION

LEAVE REQUEST

F. NO. CP/L-1/R-71-10

Date: 2 March 1971

(Read NOTE on reverse side)

via CP/L, PM, VTE, SCP

NAME	EMPLOYEE No.	DEPARTMENT/DIVISION	BASE/STATION
McRainey, J. C.	06577	Flying	Vientiane
TYPE OF LEAVE REQUESTED	FROM	THROUGH	TOTAL No. OF
	HOUR DAY MONTH YEAR	HOUR DAY MONTH YEAR	DAY HOUR
HOME			
TRAVEL TIME			
ANNUAL VACATION	1 Jul 71	31 Jul 71	31
ANNUAL			
SICK			
WITHOUT PAY (30 DAYS OR LESS)			
(OTHER)			

ADDRESS (AND TELEPHONE No.) WHERE EMPLOYEE CAN BE REACHED WHILE ON LEAVE:

1. NAME OF OCCUPANT OF RESIDENCE, i.e. C/O

J. C. McRainey

2. COMPLETE ADDRESS (HOUSE No., STREET, CITY, STATE, ZIP CODE - IF APARTMENT, ALSO INDICATE APARTMENT No.)

3. TELEPHONE No. (IF NO TELEPHONE AVAILABLE, SO INDICATE)

4. NAME OF CARRIER TO USA (TO BE COMPLETED BY EMPLOYEES PROCEEDING TO USA ON ANY TYPE OF LEAVE)

TWA

Subject to Operational Requirements

EMPLOYEE'S SIGNATURE:

J. C. McRainey

APPROVALS	NAME	TITLE	DATE	DIVISION DIRECTOR	OFFICER	DIRECTOR OF PERSONNEL	
	<i>OK</i>	J. H. Hynes	CP/L	2 March 1971	George Chen		Original signed by S. T. TANG
					10/3/71		

ROUTING	INITIALS	DATE EMP:	REMARKS
1. TO PERSONNEL DIVISION FOR APPROVAL	<i>JP</i>	UNUSED, ACCRUED LEAVE AS OF: 30 Jun 71	1969 residual leave
2. TO PAYROLL DEPARTMENT FOR RECORDING/ACTION		S/L: DAYS	
		A/L: 40 44 DAYS	
		H/L: 27 25 DAYS	
3. TO PERSONNEL DIVISION FOR FILE		AVL: 41 DAYS	

**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. TWO (2) COPIES OF THIS LEAVE REQUEST SHOULD BE SUBMITTED TO THE PERSONNEL DIVISION FOR LEAVE OF ANY TYPE WHICH INVOLVES TRAVEL TO THE USA. ONE (1) COPY OF THIS LEAVE REQUEST SHOULD BE SUBMITTED FOR LEAVE OF ANY TYPE WHICH DOES NOT INVOLVE SUCH TRAVEL. ALL LEAVE REQUESTS MUST BE SUBMITTED TO RECORDS SECTION OF PERSONNEL DIVISION (OR CHIEF OF PERSONNEL DEPARTMENT-TAINAN FOR CHINESE EMPLOYEES STATIONED AT TAINAN) FOR APPROVAL AND FURTHER HANDLING.
2. ONE (1) COPY OF THIS LEAVE REQUEST MUST BE RETAINED BY THE SUPERVISOR OF EMPLOYEES WHO DO NOT CLOCK TIME CARDS. THE SUPERVISOR SHALL COMPLETE RETURN TO DUTY REPORT ON THE REVERSE SIDE OF SUCH COPY AND SUBMIT SAME DIRECTLY TO RECORDS SECTION OF PERSONNEL DIVISION OR CHIEF OF PERSONNEL DEPARTMENT-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 CHIEF OF PERSONNEL DEPARTMENT-TAINAN, BASED ON THE INFORMATION CONTAINED IN THE COMPLETED 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 DEPARTMENT VIA RECORDS SECTION, PND-TPE OR CHIEF OF PERSONNEL DEPARTMENT-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 REVISED LEAVE DATES AS INDICATED ON THE OTHER SIDE.
- 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)