

## EMPLOYMENT LEAVE INSTRUCTIONS

It has been announced by the Project Director that he has received an administrative notice which provides that all employees who work their regularly assigned hours and who perform assigned tasks satisfactorily are entitled, under certain conditions, to take time away from their job without loss of employment. Such time absent from the job is referred to as employment leave. The Project Director has determined that these regulations are to be placed into effect as of April 1, 1944.

The content of these regulations are outlined below, and every worker or prospective worker should familiarize himself with them and be aware of his rights and responsibilities under these regulations.

### PERSONS ELIGIBLE FOR VACATION LEAVE

All regularly assigned full-time workers (any worker who is regularly assigned to work 44 hours per week) and any part-time worker (any worker who is regularly assigned to work less than 44 hours per week) are entitled to vacation leave at the rate of one work day for each calendar month, or twelve work days per calendar year. Workers assigned between the first and fifteenth of the month shall be credited with one day of vacation leave for the calendar month in which assigned. Workers assigned between the sixteenth and the last day of the month shall be credited with one-half day vacation leave for the calendar month in which assigned. Workers separated between the first and the fifteenth of the month shall be credited with one-half day vacation leave for the calendar month in which they were separated, and those separated between the sixteenth and the last day of the month shall be credited with one day vacation leave for the calendar month in which they were separated.

### PERSONS INELIGIBLE FOR VACATION LEAVE

All intermittent or emergency workers (any worker not regularly assigned to work a specified number of hours a week and whose assignment is for one month or less) are not entitled to vacation leave. Workers assigned to an apprentice class for the purpose of learning a skill or occupation and paid \$12 a month are not entitled to vacation leave. However, if they are regularly assigned to jobs, either full-time or part-time, immediately following completion of training, such time as was spent in training shall be credited toward vacation leave.

### EARNED VACATION LEAVE

Workers must be in continuous service for one month from the date of assignment before becoming eligible to take vacation leave. An unauthorized leave (a period of time in which the worker is absent from the job without reason of illness and without having been excused by his Section Head) during the first month of employment, constitutes a break in service and vacation leave credited for the calendar month in which assigned shall be forfeited. For the purpose of earning vacation leave, a new period of service begins when the worker returns to duty. Sick leave or leave without pay (a period of time officially granted a worker who absents himself from the job without pay) during the first month's employment does not constitute a break in service. Workers may accumulate vacation leave not to exceed twelve working days. Unused leave in excess of twelve days shall be forfeited.

### LEAVE WITHOUT PAY

Leave without pay up to and including twelve working days shall not affect the accumulation of vacation leave. When leave without pay extends beyond twelve working days, vacation leave shall not be earned during the excess absence from the thirteenth working day. Upon return to duty, a worker must work one calendar month before earning or becoming eligible to take vacation leave.

### SICK LEAVE AND VACATION LEAVE

Sick leave within the fifteen days allowed shall not affect the accumulation of vacation leave. If the worker has taken all the vacation leave to which he is entitled, he may elect to charge additional absence due to illness to vacation leave. Persons receiving extended illness compensation shall not be entitled to earn vacation leave.

### CREDITING AND GRANTING OF VACATION LEAVE

Vacation leave shall be credited at the beginning of each calendar month. Workers may take vacation leave previously earned and that credited for the current month and may not take anticipated vacation leave. Workers may be granted vacation leave at their request, subject to the approval of the Section Head. Workers may not take vacation leave in units of less than one hour. When a full-time worker has

taken vacation leave in multiples of one hour to a total of eight hours, he has used one day of vacation leave. When a part-time worker has taken vacation leave in multiples of one hour to the total of the number of hours he is assigned to work each day, he has used one day of vacation leave.

#### TRANSFERS AND SEPARATIONS

Vacation leave for workers transferred from one job to another within the project without a break in service shall not be affected by the transfer.

Workers resigning from a job and remaining in the center are entitled to all earned vacation leave, and his date of separation shall be extended to cover the vacation leave. Workers involuntarily separated from a job because of reduction in force or termination of the job shall be entitled to all earned vacation leave. Workers assigned to jobs on a trial basis and separated because of inability to perform the work are entitled to all earned vacation leave.

When a worker is discharged from a job by WRA for any of the following reasons, unauthorized absence from work, habitual tardiness and leaving the job before quitting time, slackness and inefficiency on the job, willful or careless misuse of equipment, or other misconduct, earned vacation leave may be allowed if approved by the Project Director.

#### SICK LEAVE

Both full and part-time regular workers are entitled to fifteen days sick leave a work year. Apprentices and emergency or intermittent workers are not entitled to sick leave. Upon application, sick leave shall be granted for illness including pregnancy and confinement, or illness of an immediate member of the family which requires the presence of the worker in the home. Application for sick leave must be made not later than the day of return to duty, and the cause of absence extending beyond three days shall be supported by a physician's statement. If the absence was due to the illness of a member of the worker's family, the physician's statement that the worker's presence was required in the home. Sick leave shall not be granted in units of less than one hour. A worker is entitled to sick leave immediately upon assignment, but a worker, absent because of illness more than three consecutive days or non-consecutive days during the first month of employment, is required to furnish a physician's statement certifying as to the illness for each additional day of absence during the month. A worker who has taken all his sick leave to which he is entitled may elect to charge subsequent absence due to illness to vacation leave or leave without pay. Workers transferred to another division shall, at the time of transfer, be credited with all unused sick leave. Sick leave may be granted only because of illness of the worker or a member of his immediate family and no one shall be paid for sick leave not used upon termination of the job for any reason.

#### LEAVE WITHOUT PAY

Workers who need time off in their jobs may elect to take such time on vacation leave, providing they have sufficient accumulated leave, or may elect to take leave without pay. Leave without pay up to and including six working days may be taken with the approval of the Section Head. Leave without pay over six working days must be approved by the assistant personnel officer and shall not exceed twelve working days unless the worker's presence outside the center is required, in which case, leave without pay may be approved at the discretion of the Project Director. Workers absent on leave without pay in excess of fifteen working days may not accumulate vacation leave during their absence in excess of fifteen working days. A worker who fails to report for duty without reason of illness and without having been excused shall have such absence charged to vacation leave if he has any accumulated vacation leave. Where the worker has no accumulated vacation leave, the absence shall be counted as an unauthorized leave without pay.

#### UNAUTHORIZED LEAVE

Following an unauthorized leave without pay, a worker shall be required to work one full month before being entitled to vacation leave. An unauthorized leave for five working days shall be reason for discharge.

#### APPLICATION FOR LEAVE

Application for vacation leave and leave without pay shall be made in advance wherever possible and, in no case, later than noon of the day such leave is to be taken.

The worker shall be responsible for submitting an application for leave, WRA Form 335, to his Supervisor. If the worker is not eligible for the leave requested, his Supervisor should notify the worker to this effect.

#### MAINTENANCE OF LEAVE RECORDS

The Personnel Transactions Unit shall be responsible for maintaining employment leave records for evacuee workers. Upon request, workers will be informed of the amount of vacation and sick leave earned.