

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

OFFICE MEMORANDUM

TO : H.W. *[Signature]* Hoyt, Chief, Police Division DATE : 20 February 1958
FROM : Robert L. Gollings
SUBJECT : Departing Date - Saigon-Sacramento

Request is hereby made for permission to depart from Saigon on 24 May 1958, at which time I will be in possession of 26 days vacation time plus the allowable 5 days travel time.

According to the official records of the Personnel Section my time is concluded on 23 May 1958, but it has been requested by the Coordinator that I work one day extra so as to show one year and one day total employment.

RLG/her

*Been approved all along.
Feb. 28-58*

101

MICHIGAN STATE UNIVERSITY

VIETNAM ADVISORY GROUP

File No.
70-3

18 January 1958

TO: American Personnel

FROM: Administrative Services

SUBJECT: Home Leave Regulations for MSUG

I. Accrual Rate and Accumulation

- A. All full-time American employees (except consultants and short-term employees exempt from the home leave system) accrue five work days of home leave for each full four calendar months of services abroad.
- B. An employee begins to accrue home leave on the date he arrives at a post of duty abroad to which he is assigned, and ceases to earn such leave on the date of departure from the post to return to the United States for leave or separation.

II. Restrictions on Use of Home Leave

- A. Home leave may be granted only when it is contemplated that the employee will return to Saigon for a period of at least one year, either immediately following home leave, or following a period of consultation in conjunction with home leave.
- B. Home leave (as distinct from annual leave) may be used only in the United States, or in the country or possession of legal residence.
- C. Travel at Government expense and transit time in connection with home leave may be authorized only for return to points in the country of legal residence.
- D. Home leave may not be used as terminal leave nor be paid for in a lump sum upon separation. If, for reasons beyond the control of an employee he does not return to a post of duty abroad, his home leave will be stopped as of the end of the pay period during which notice is received or ordered by MSU/EL (or at its expiration, whichever is sooner). In such instances there will be no recovery of funds for leave already taken.

III. Granting and Charging Home Leave

A. Eligibility

Home leave with travel at Government expense will be granted as soon as possible after completion of two years continuous service abroad, subject to availability of funds, office work requirements and wishes of the employee. To determine priority for issuance of home leave orders, employees ordinarily will be scheduled in the order in which they attain eligibility. However, the Chief Advisor may in his discretion change priorities to eliminate the need for substitute help.

B. Period of Leave

Normally, not more than 45 work days of leave, exclusive of transit time, will be approved. The normal minimum grant of leave will be 30 work days, exclusive of transit time and consultation.

C. Continuity of Service Abroad

The continuity of service abroad is broken by:

1. An assignment in the United States with a change in official station.
2. A period of annual leave, sick leave or leave without pay of more than 30 work days, taken in the United States or country of legal residence.
3. Home Leave.

D. Charging Home Leave

Home leave is charged on a work-day basis, i.e, for actual work days in a regularly scheduled work week, exclusive of U.S. legal holidays and all non-work days established by Federal statute, Executive Order, or ICA administrative order. Local holidays are regarded as excused absences and assumed to be work days for purposes of calculating home leave.

E. Illness During Home Leave

When illness occurs during home leave, it may be charged to sick leave provided the employee submits a medical certificate. Home leave is not thereby automatically extended.

IV. Overstaying Home Leave

If an employee on home leave finds it necessary to delay the scheduled date of his departure for return to the post because of personal illness or an emergency, he should request the Coordinator for additional leave in writing and include information regarding the nature of his illness or emergency in sufficient detail to enable a decision to be made.

Payment for Home Leave

Salary payment for period of home leave will be authorized by MSU/EL at time of staff members departure for return to Saigon.