



BOARD OF GOVERNORS
OF THE
FEDERAL RESERVE SYSTEM
WASHINGTON

B-1153

May 8, 1936.

ADDRESS OFFICIAL CORRESPONDENCE
TO THE BOARD

Dear Sir:

Recently the Board amended its regulations governing the amount of annual and sick leave which may be granted to its employees and in doing so followed closely the provisions of recent legislation governing the granting of leave to Federal employees.

The amended regulations permit the granting in each calendar year of 26 days annual leave with pay, with a provision that the part unused in any year shall be accumulated for succeeding years until it totals not exceeding 60 days. They also permit cumulative sick leave with pay at the rate of 1-1/4 days per month, the total accumulation not to exceed 90 days, and provide that in any case of serious illness or disability sick leave may be granted up to 30 days beyond the amount accrued, upon the recommendation of the division head. In special and meritorious cases where an employee is absent on account of serious illness for an extended period the question as to whether any further leave should be granted is presented to the Board for special consideration. All allowances of leave at any time during the year, even though for only small fractions of a day, are counted, and detailed leave records are kept.

In order that the Board may have information available with respect

- 2 -

to the amount of annual and sick leave granted to officers and employees of the Federal Reserve banks it will be appreciated if you will advise the Board of the rules and circumstances under which annual and sick leave is granted by your bank and the policy of your directors in making exceptions, if any, to the leave rules. In furnishing this information please state whether employees are granted any time off in addition to the annual leave schedule, and, if so, the circumstances under which such time is allowed; what records are kept of absences of a day or fractional parts thereof and the effect, if any, such absences have on the vacation period to which the officers and employees are entitled; whether and under what circumstances a doctor's certificate is required in the case of sick leave; and what provision has been made for granting leave to temporary employees.

Very truly yours,



E. L. Smead, Chief,
Division of Bank Operations.

TO ALL PRESIDENTS