

ALL EMPLOYEES WHO MUST NECESSARILY BE OUT ON SICK LEAVE MUST REPORT SUCH ABSENCES BEFORE 0900 HOURS OF THE DAY THEY ARE ABSENT AND EVERY DAY THAT THEY ARE ABSENT UNLESS HOSPITALIZED. ABSENCES NOT REPORTED AND NOT ON RECORD IN THE PERSONNEL DIVISION, WILL BE CHARGED TO ANNUAL LEAVE. SICK LEAVE ABSENCES WILL BE CALLED IN TO 26-5893 - or 26-5919 - CIVIL AFFAIRS SECTION, PERSONNEL DIVISION -- AND THEY WILL IN TURN NOTIFY THE EMPLOYEE'S DIVISION CHIEF.

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(20 Jan 50)

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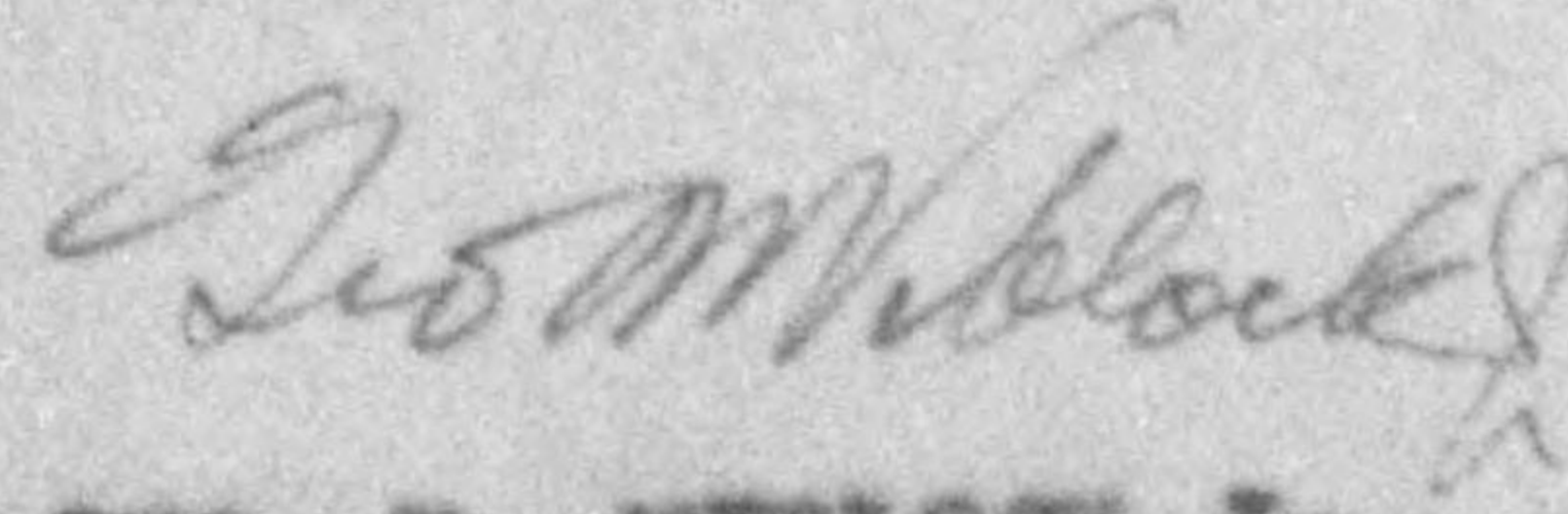
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Headquarters Kanto Civil Affairs Region, APO 500, 20 January 1950

TO: All Section Leaders, Kanto Civil Affairs Region, APO 500

1. For compliance with basic communication.
2. Time and attendance forms will be completed and submitted to the Colonel's Secretary prior to 0830 hours on dates indicated.
  - a. Forms will be reproduced by the Adjutant's Section and distributed to section leaders this date.
  - b. The section "Total Hours" will be initialed by the employee concerned.

FOR THE CHIEF:

  
GEO. B. NIBLOCK Jr.  
Major, Infantry  
Deputy Chief

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CIVIL AFFAIRS SECTION  
GHQ SCAP  
APO 500

20 January 1950

MEMORANDUM TO: Chief  
Kanto Civil Affairs Region  
APO 500

Request that as of the pay period ending 28 January 1950, time reports for civilians be submitted on forms as per sample attached. To expedite the payroll, time and attendance reports should be completed and turned in to the Personnel Division, this section, between 0800 and 0900 hours of the last day of the pay period (Saturday).

S. F. Form No. 71, Application for Leave, will be submitted with the time sheets to cover all leaves taken during the pay period. For annual leave taken which extends into two or more pay periods, a separate application should be submitted for the time covering each period. Application for sick leave in excess of 24 consecutive hours must be supported by certification of a physician or the GHQ visiting nurse. Also, employees will initial all leave time shown on the "Time Report for Civilian Employees".

Division chief will sign time reports for employees in his division. He should not sign his own time report--it should be signed by his immediate superior. Neither will any employee sign his own S. F. Form No. 71 as his own approving officer.

All employees are reminded that when they are out on sick leave they must report such absences before 0900 hours of the day they are absent and every day that they are absent unless hospitalized. Absences not reported and not on record in the Personnel Division, this section, will be charged to annual leave. Sick leave absences will be called in to 26-5893 or 26-5919 -- Civil Affairs Section, Personnel Division -- and this division in turn notify the employee's division chief.

R. A. ANDERSON  
Chief, Personnel Division

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## JAPANESE HOLIDAYS

January	1	New Year
	15	Day of Maturity
March	21	Vernal Equinox
	29	Emperor's Birthday
May	3	Constitution Day
	5	Day of Child
September	23	Autumnal Equinox
November	3	Day of Culture
	23	Thanksgiving Day