

TEAR

JAN 14 1980

MEMORANDUM FOR: Daniel J. Donoghue, Director
Office of Administration

FROM: Robert G. Ryan, Director, SP

SUBJECT: UNUSED ANNUAL LEAVE - HAROLD W. GAUT

Harold W. Gaut has accepted a detail to FEMA beginning probably next week. I have previously authorized him to take Annual Leave beginning December 18 and running through January 9. Because of the press of business with the FEMA detail, he must forego this leave, but he is now being put into the position of losing it because it is "use or lose." Because of these extenuating circumstances, it seems to me he should not lose this leave. I would appreciate it if you could advise me on what steps I need to take to retain Mr. Gaut's leave.

Approved Signed By
Robert G. Ryan

Robert G. Ryan, Director
Office of State Programs

Enclosure:
1/7/80 memo fr H. W. Gaut

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HFCollins

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