

9/22/71

Memorandum 71-70

Subject: Approval of Sick Leave and Vacation for Executive Secretary

The present procedure manual for the Law Revision Commission requires that any sick leave or vacation for the Executive Secretary be approved by the Chairman, or in his absence, by the Vice Chairman.

This requirement is a source of minor inconvenience since the payroll must indicate any sick leave or vacation taken and there is often not sufficient time to obtain approval of the necessary document. In addition, occasionally work requirements cause the Executive Secretary to change his vacation plans and this causes additional inconvenience in obtaining approval by the Chairman or Vice Chairman. It is suggested that such approval be authorized by the Assistant Executive Secretary or, in his absence, by the Administrative Assistant. Both are authorized to approve travel expenses for Commission members and staff members and to write checks on our revolving fund, duties involving substantially more responsibility than approving vacation or sick leave.

Respectfully submitted,

John H. DeMouilly
Executive Secretary