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duty which falls between 6 o'clock P.M. and 6 o'clock A.M.

**OVERTIME WORK** must be ordered or approved in writing by an officer or employee delegated to authorize such work. All work officially ordered or approved in excess of 40 hours in any administrative work week is paid overtime compensation.

Employees whose annual basic rate of compensation is less than \$2,980 are paid, for overtime work, one and one-half times their hourly basic rate of compensation. Employees with annual basic rates in excess of \$2,980 are paid for overtime work at rates slightly less than one and one-half times their hourly basic rate.

Compensatory time off in lieu of overtime pay may be requested by permanent employees for irregular or occasional duty in excess of 48 hours in any regularly scheduled work week. It is the duty and responsibility of the administrative officer to excuse the employee from duty within 90 days from the time the excess overtime was worked, for a period corresponding to the excess overtime worked, unless the administrative officer elects to compensate the employee for such overtime.

**HOLIDAYS** are New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Fourth of July, Labor Day, Armistice Day, Columbus Day, Thanksgiving Day, Christmas Day and any other day declared a holiday by Federal Statute or Executive order. When certain national holidays fall on Sunday, the following Monday is a holiday for Government employees.

Employees who are assigned to duty on a holiday are compensated for such duty, in lieu of the regular pay for that day, at the rate of one and one-half times the regular basic rate of compensation.

**ANNUAL OR VACATION LEAVE** of 26 days with pay each calendar year, exclusive of Sundays and holidays, is granted to Federal employees.

Unused leave in any year may be carried forward for use in succeeding years until the accumulated annual or vacation leave reaches a total of sixty days.

Annual leave is granted at such times as the various department heads may prescribe.

Whenever an employee is separated from the service, he receives a lump sum payment for all accrued annual leave to which he is entitled, which payment equals the compensation that the employee would have received had he remained in the service until the expiration of his accrued annual or vacation leave.

**SICK LEAVE** with pay at the rate of 1¼ days per month is granted to employees with the exception of temporary employees engaged on Federal construction work at hourly rates. It may be accumulated to a maximum of 90 days.

In cases of serious disability or ailments, Administrative officers may advance employees 30 days' sick leave with pay beyond accrued sick leave.

Employees absent on account of sickness must notify superiors as early as practicable on the first day of such absence or as soon thereafter as possible. Written application for grant of sick leave must be filed within two days after the employee returns to duty. For periods of absence in excess of three work days, the application must be supported by a medical certificate or other evidence administratively acceptable.

For the sake of health, medicines are taken by weight and measure, so ought food to be, or by some similar rule.  
—Skelton