

## Veterans' Activities

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borrow up to 75 per cent of the appraised value of the home or farm he is buying, but not more than \$6000. Interest is at four percent, and the repayment period is 15 years or less.

### Military Leave

In the coming months it is possible that a large number of state employees will be called into the armed forces.

We would like to point out that the employee has certain obligations in connection with applying for military leave and protecting his right to return to his state position when he is released.

In the first place the employee should make his request for military leave to his own department head in writing. He should retain a copy of this letter. The employee should then request a copy of the Personnel Action Form (CS 124) which places him on military leave.

The reasons for this are obvious. Unless the leave is a matter of record there is a possibility that it will be forgotten. The employee cannot assume that his supervisor or his department head will still be in office when he is released. In at least one case during the last war an entire agency was transferred to the Federal government and the personnel records became confused.

The Civil Service Rules and Regulations make adequate provisions for military leave and the preservation of the employee's seniority and rights to reemployment, but if you are wise you'll keep a record yourself. The Civil Service Commission is still confronted with claims for leave rights

during the last war in connection with vacation leave and other personnel affairs and in many cases, particularly in those departments that did not have personnel officers, the records are not clear.

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