

Mrs. Wells - Nurse

WAR RELOCATION AUTHORITY
MANZANAR RELOCATION AREA
Manzanar, California

January 15, 1943

PROJECT DIRECTOR'S BULLETIN NO. 39

TO ALL CAUCASIAN EMPLOYEES

SUBJECT: HOURS OF WORK

As you are no doubt aware, Senate Joint Resolution No. 170 was approved December 22, 1942. Overtime is granted to all Federal Employees who work a 48-hour week. In order that we may properly figure this overtime, it will be necessary that we have a time sheet for each 15-day period showing the time worked each day.

We are submitting to your immediate supervisor a supply of WRA Form 115. Your supervisor will have to certify where it is marked "time-keeper" that the time is correct. You will have to sign in the lower right-hand corner that the time submitted by your supervisor is correct. Your immediate supervisor is your immediate superior: Elementary Teachers, Mr. Simpson; Secondary Teachers, Mr. High; Educational Employees, Dr. Carter; Fiscal Employees, Mr. Boczkiewicz; etc.

In this connection, in applying for leave, the only person authorized to grant leave is your immediate superior, not the head of your Department. Leave slips are made for signature by your immediate superior, personnel officer, or office manager. They should be signed by your immediate superior and then taken by you to the personnel section before you leave the project.

It will be necessary to charge those employees who do not work the 48 hours with leave for the number of hours that they are absent from duty; annual leave if available, otherwise leave without pay.

Upon termination of employment of any employee, his supervisor is hereby directed to submit without delay six signed copies of Form WRA-25 to Mrs. Eades, Assistant Personnel Officer. Final pay checks will be held up pending receipt of this form.

Ralph P. Merritt
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Project Director