Hours of Duty: Working hours are 8 hours a day, 6 days a week. Specific hours of duty are assigned. Lunch period is 30 minutes as assigned.

Employees must not leave Laboratory during working hours except on official business without first obtaining leave.

Employees must sign in and out each day in section assigned.

Semi-monthly time sheets showing work charges to job orders must be turned in by each person.

Annual Leave: Permanent employees, including War Service Indefinite employees, earn 2 days annual leave for each calendar month's service, plus $ day at the end of each calendar quarterly period (March, June, September, and December). Annual leave may be accumulated and carried forward to a succeeding year, to a total of 90 days. Temporary employees earn 2$ days' leave for each full month of service.

The minimum charge of annual leave is one hour, and additional charges will be made in multiples of one hour.

Due to the war, leave to be actually taken is restricted to 20 days per calendar year, and for employees entering on duty after the beginning of the calendar year, leave is restricted proportionately to the number of months of service. However, this may be extended in meritorious and emergency cases by applying in writing to the Personnel Officer with the approval of the section head and division chief.

Annual leave must be applied for in advance and is granted when an employee's services may conveniently be spared. The employee must assure himself it has been approved before he goes on leave.

Sick Leave: Is earned at the rate of 1$ days a month by permanent and War Service Indefinite employees and may be accumulated to 90 days. In meritorious cases, up to 30 days' sick leave may be advanced by the head of the Laboratory. Temporary employees earn 1$ days sick leave for each full month of service.

The minimum charge of sick leave is one hour, and additional charges will be made in multiples of one hour.

Notify section head on first day of absence. Keep section head advised regarding extended absence. Application for sick leave must be made within 2 days after return to duty. For absence on sick leave over 3 days, a doctor's certificate is required; however, if unable to obtain the services of a physician, the employee's statement explaining the situation may be accepted. Sick leave will be allowed for dental, optical, and medical examination or treatment, but it must be applied for in advance and supported by a doctor's certificate.

An application for sick leave implies a statement that "I hereby certify, on honor, that my absence was caused by sickness which incapacitated me for the performance of my official duties".

If abuse of sick leave is apparent, doctors' certificates may be required, or sick leave refused, or disciplinary action taken.

Leave Without Pay: Must be approved by the head of the Laboratory in advance upon written application through official channels.

Military Service: Applications for commission, enlistment, or training in any military service must be approved in advance by head of Laboratory. Selective Service status or military reserve status must be reported to Laboratory Selective Service Office promptly.
Security: No official correspondence, data, or photographs may be taken from Laboratory without approval of the head of the Laboratory. No photographs of Laboratory buildings or equipment may be made by employees except in the course of official business. Information regarding activities of the Laboratory is strictly confidential and must not be disclosed to unauthorized persons. No research information may be released or discussed with visitors or other organizations except with official permission. Confidential material must not be exposed during working hours and must be locked in an appropriate file after working hours. Visitors not allowed except on official business or with approval of a Washington officer of NACA. Badges must be displayed conspicuously while on duty. Loss of badge must be reported immediately to Personnel Office. If a badge is lost or forgotten, report to the gate for admittance.

Safety: Safety equipment furnished by the Laboratory must be used and must not be removed except for proper use. Fire escapes must not be used except in case of fire. Injuries sustained in the performance of duties must be reported immediately to superior and to first-aid dispensary.

Automobiles: To enter Langley Field or Moffett Field, cars must have identification tags and carry $5,000 accident coverage for personal injuries to one person; $10,000 coverage for one accident, and $5,000 coverage for property damage ($1,000 at Ames). Loss of tags must be reported immediately to Personnel Office. Cars must be parked in accordance with regulations.

Property: Each employee is responsible for all property charged to him. No Laboratory equipment may be used for personal work at any time. No official stationery may be used by employees, other than administrative office force, without approval of head of Laboratory.

Pay: Pay day is twice a month. Deductions are made from salary for withholding (income) tax, 5-percent retirement fund, and voluntary allotments for savings bonds. Temporary employees are exempt from retirement deductions unless subject by reason of previous service.

Personal: No letters of recommendation may be written by one employee for another employee or ex-employee. Report promptly to Personnel Office change in address, telephone number, or marital status. Employees should not have personal mail sent to the Laboratory. Efficiency ratings are furnished annually. Employees shall not indulge in or be under the influence of alcoholic beverages or narcotics while on duty. Canvassing or soliciting is not permitted without specific approval of head of Laboratory. No employee may engage in political activity.

FOR DETAILED INSTRUCTIONS SEE COMPLETE REGULATIONS OR YOUR SECTION HEAD.