

NATIONAL SCIENCE FOUNDATION
4201 WILSON BOULEVARD
ARLINGTON, VIRGINIA 22230

I99-11

8/18/99

J99050011

MEMORANDUM

TO: [REDACTED]
Assistant Inspector General for Investigations

FROM: [REDACTED]
Chief, Employee Relations Branch

DATE: August 18, 1999

RE: Referral of June 18, 1999

In response to your referral, I have reviewed the use of leave by [REDACTED] (DAS/OIRM) while she participated in the Voluntary Leave Transfer Program. Absences relating to [REDACTED]'s medical condition spanned from 11/3/98 through 1/1/99, with several intermittent absences through 1/30/99. During the 11/3/98 through 1/1/99 time period, [REDACTED]'s timekeeper erroneously neglected to charge [REDACTED]'s sick and annual leave accounts. I have been informed that this error was corrected in May 1999.

Based on my review, [REDACTED] did not receive more donations that she could use and she had the right to use all of the donations that she received. It is my understanding that the timekeeper involved has received more timekeeping training and the error of not documenting leave taken is unlikely to occur again. At this point, all parties seem pleased with the outcome and the case is closed. If you need more information or have any questions, please feel free to contact me at [REDACTED]

