

IN REPLYING ADDRESS
AIRWAYS ENGINEER
BOSTON BUILDING
SALT LAKE CITY, UTAH
AND REFER TO DATE OF THIS LETTER
AND FILE NO.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

AIRWAYS DISTRICT OFFICE
SALT LAKE CITY, UTAH

Cheyenne Wyo.
Sept 22-1931

C.A. Bruner
Principal Airways Keeper.
Medicine Bow Wyo.

E.M. Cruickshank
Asst. Airways Keeper
T.S. Lym
Asst. Airways Keeper.

Subject: Leave & Time Records Site #32.

1: Inasmuch as Site #32 is a full three man station it will be O.K. for any man to take of time in small amounts, If time taken off does not exceed five days at one time, this time is to be taken care of by the remaining two Keepers. When time taken off exceeds 5 days, it will be necessary to hire an extra person to take care of the two days off per week, (one day each per Keeper) only. Authority has been granted to use Mrs. Cruickshank for relief as stated above. Inclosed is Form #42 to be filled in by Mrs Cruickshank when she starts relieving two days per week during T.S. Lym's leave. Have card filled in in pencil and forward as soon as Mr. Lym leaves starts dating "services began" the first day Mrs Cruickshank relieves.

2: It will be necessary to forward leave slip for each day taken off. Slip must be filled in complete promptly after day is taken off and forwarded to this office for approval. This latter applies only to days off and not to regular annual leave periods. Leave slips for annual leave to be forwarded as previous, before leave is taken.

3: Time sheets inclosed for keeping record of temporary relief. Record of days worked to be filled in and sheet forwarded to this office promptly on the 24th of month. If contemplated days worked shown on time sheet do not show correct after 24th of month same can be changed by teletype to this office.

H. A. Wells
Airways Mechanician

Attachment 13: A letter to the Supervisor, C.A. Bruner and E.M. Cruickshank from H. A. Wells concerning leave time for the employees at Site 32, September 22, 1931.