

Sample 4: Mr. Adams A



Home Leave Benefits

 **Hanna Suzuki** to: Andrew Adams

03/29/2013 10:33 AM

Mr. Adams:

In reference to the e-mail sent by you to Mrs. Samuels on March 27, 2013, please note that if your rejoining the Fund was on February 22, 2012, the applicable home leave entitlement date would be February 22, 2014. Application for home leave benefits payments may be executed by submitting Home Leave Information Form (ADM-22) once your entitlement date has been attained (i.e., apply on or after said entitlement date). However, travel to an approved home leave destination is an option at one's own expense up to six (6) months in advance of the entitlement date and such trip can be considered as one's home leave travel (provided, of course, it meets all the requirements of such travel).

Please be informed that at the time your Home Leave Application (Form IMF 175) is submitted for reimbursement, it must be accompanied, as proof of travel, with a completed Certification of Home Leave Travel (Form IMF180) along with ticket stubs and boarding passes for the staff member and each eligible family member. The Home Leave Information Form will be sent to the staff member for completion in order to establish the appropriate and applicable permanent home leave destination. Should additional information be required regarding this matter, please do not hesitate to telephone this office or send an inquiry via e-mail.

Best regards,

Hanna Suzuki
Staff Benefits
HRSBO

Hanna Suzuki

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