

Sample 6: Mr. Adams C



Home Leave Benefits

 **Hanna Suzuki** to: Andrew Adams

03/29/2013 10:33 AM

Dear Andrew—

Your e-mail to Mrs. Samuels asked when your home leave could be taken. I looked up the policy and it looks like February 22, 2014 is the date you can take it.

If you really did rejoin the Fund on February 22, 2012, as you say, then you have to wait to apply for your benefits payments on or after this date, even though you can take the home leave six months earlier than the actual date.

Unfortunately, this would be at your own expense, of course, and the trip has to meet the requirements.

We need some paperwork in our office, which you will find on our website, including forms ADM-22, IMF-175, IMF-180--information, travel request and certification of travel forms respectively.

The first two are necessary to apply for reimbursement, and the last one must be accompanied by ticket stubs and boarding passes so we can be sure you actually took the home leave. You can click on the forms and print them out when needed. Just follow the instructions.

By the way, it is not clear which of two sites is your permanent home leave destination. Until this is cleared up, we can't grant the benefits. Fill out the first form above to establish this.

Hope this clears up the questions you had. If you have others, just yell!!

Cheers,

Hanna Suzuki
Staff Benefits
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