

## Sick Leave

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**CAFETERIA GETTING A NEW LOOK**—Ronnie Mitchell, a Duke employe, paints one of the walls in the first-floor personnel cafeteria a brilliant yellow. The cafeteria renovation, costing about \$7,500, is expected to be completed by September. The redecoration, according to Assistant Hospital Director Richard Peck, is only the first step in developing services and an atmosphere that will encourage employes to use the cafeteria as a place to enjoy their breaks as well as their regular meals. (photo by Dave Hooks)

## Credit Union

As a part of an audit of the Duke University Federal Credit Union, the Supervisory Committee is requesting verification of all members' accounts.

You should have received your regular semi-annual statement and a letter concerning the audit during the month of July. If you did not, please contact one of the following persons:

Oscar A. Berninger, West Union Dining Halls, extension 5473

Mrs. Edith W. Skinner, 218 Allen Building, extension 2568

Ronald A. Lochbaum, Box 2901 Medical Center, extension 6288

which are self-inflicted, the result of willful misconduct or participation in the commission of a crime, or which occur while working for an employer other than Duke.

Employes may be asked to furnish a doctor's certification of illness or injury before sick leave is paid. In some job situations where infectious illnesses exist, employes will be required to present a doctor's certification of their fitness to work when they return.

Absences due to critical illness of an employe's parent, spouse, or child may be charged against sick

leave. Doctor's verification will be required. Such paid absences may not exceed five days a year.

Employes who are eligible for Workmen's Compensation benefits will be paid sick leave during the waiting period for these benefits to begin.

Employes who work only a partial day because of illness or injury may receive sick leave for the remainder of that day's work schedule.

Records of each employe's sick leave accrual and use are on file in the Medical Center Personnel Office.



**CELEBRATES 100th**—Mrs. Dora Edwards of Roxboro, seated, celebrated her 100th birthday recently on the day she came for a check-up at Duke's Medical Outpatient Clinic. Clinic Dietitian Mrs. Katherine Wasson, right, arranged to have a special birthday cake ready for Mrs. Johnson when she arrived. From left are Dr. Jay Skyler, Mrs. B.J. Brooks, R.N., and several relatives of Mrs. Johnson. (staff photo)