

Plans Announced For Leaves of Absence

Effective Monday, November 26, we are installing a formal plan for granting leaves of absence.

Employees who are absent for any time, even for a day, must secure leave for such absence.

It is practically impossible to define all circumstances in which an employee may be granted a leave of absence. Some of the reasons which will ordinarily be causes for leaves of absence are: illness of individual, serious illness in the immediate family, jury duty, etc.

The Mill will be sympathetic with employees in considering their requests but must ask that employees also be considerate of the company's needs.

A supervisor, in granting or denying a request for a leave of absence, will consider the needs of the mill and the reasonableness of the request.

The following is the procedure necessary in securing a leave of absence:

1. An absence for three days or less may be requested and either granted or refused orally. Each supervisor will keep a record of all oral requests for leaves of three days or less.
2. Requests for leaves of absence for more than three days and not to exceed four weeks (in case of pregnancy—6 months) must be in writing addressed to the supervisor of the department in which the employee works. Each supervisor will be supplied with forms to be filled out by the employee when the leave is requested. The employee requesting the leave will receive from the supervisor a slip stating whether or not the leave is granted, and if granted, the day and hour the leave begins and ends. If the leave is for more than one week, it must be approved by the mill superintendent.

Where an extension of a leave of absence is desired, the employee will fill out Form P-101 and submit it in the same manner as the original request except that before this additional leave is granted, it will have to be approved by the superintendent and the Personnel Department.

In case of sickness or extreme emergency when the employee cannot make application before his absence, he should get word to his foreman, but the application may be filed within a reasonable time thereafter, and made effective from the date of first absence. In such cases it shall be the responsibility of the employee to prove that he has been unable, due to sickness or other extreme emergency, to make

application.

3. If an employee is absent from work without leave except in the case provided in the above paragraph, he waives his seniority.

Karastan Mill

By Doris Newnam

Cpl. Emory Wilson, brother of Winfred Johnson, has arrived in the States. He has served overseas 32 months.

Sgt. Doris Jefferson of Washington, D. C., is spending an 18-day furlough with her sister, Catherine Jefferson.

Mr. and Mrs. Edwin Fuller and children Betty Ann and Bobby were supper guests of Mr. and Mrs. Porter Fuller last Sunday night.

Another class of the new Setters have come to the Setting department. Virginia McDaniel, Doris Fulton, Audrey Ray, Marceline Pruitt, Ruby Burnett and Cora Cantrell. Hope you'll like us enough to stay on girls.

Lottie Wray is all smiles. Her boy friend has just returned home. Listen, Lottie we want no secrets kept from us.

James Smith, S2/c, spent the weekend with his parents Mr. and Mrs. Troy Smith on Overlook avenue.

We are glad to have Francis Newman with us as yarn receiver and also Coy Patterson as yarn server.

Lacy F. Dallas of Washington, D. C., Johnny Coleman and Mr. and Mrs. Edd Dallas were supper guests of Mr. and Mrs. Edwin Fuller last Saturday night.

"Buena" why did you fall? Was it those slick shoes or couldn't you control your feet?

Ruby Wray and Lt. Ted Tyler spent Sunday in Greensboro, N. C.

James Johnson, S2/c, is spending a 21-day leave with his parents, Mr. and Mrs. I. A. Johnson.

Those who are out on the sick are Bessie Smith, Margaret Rice and Bernice Fowler. Hope they soon will be well and back with us.

Wedding bells were ringing since our last issue for Abalene Meeks and Elmo Gunn at York, S. C. Congratulations and best wishes, folks!

Mrs. Julia N. Puffenbarger of Richmond, Va., spent several days with her parents, Mr. and Mrs. Roscoe Snead.

Pvt. Marion L. Dalton is spending a 12-day furlough with his parents, Mr. and Mrs. Louie Dalton. He will report to Camp Pickett, Va.

Mr. and Mrs. J. T. Duggins Jr., Miss Bessie Tiller and Mrs. Billie Leffew spent last Saturday in Roanoke, Va.

Morrell McCulloch, MAM 3c, has cabled his mother Mrs. Sallie McCulloch that he has arrived in England. He was formerly in Sicily.

Mrs. Margaret Hutcherson and three children spent the week-end in Reidsville.

William Snead, CPO, stationed at Jacksonville, Fla., recently spent a 15-day furlough with his parents, Mr. and

Mrs. Roscoe Snead.

Pfc. Harry L. Dunn, son of Mrs. Evelyn Dunn is home after serving 18 months overseas. He has come back with an honorable discharge, Purple Heart, Oak Leaf Cluster, Good Conduct Medal, Bronze Star, Infantryman's Combat Medal and Presidential Citation. After the first of the year he will enter V.P.I. at Blacksburg, Va.

S/Sgt. John Cox, stationed at Kessler Field, Miss., is spending a 15-day furlough with his parents, Mr. and Mrs. R. W. Cox.

Misses Maggie Cox and Amanda Snow are spending a week with the latter's sister in Williamsburg, Va.

Vera, Elizabeth and Hilda Carter, Ruby Wray, Doris Grogan and Carrie Goard gave a weiner roast at the swinging bridge Saturday night for the returned veterans: Calvin and Willie Cochram, Richard Martin, Ernest Price, Edd Kellam and Herman Purdy.

Ocie Martin has come back to see us again. Sorry it is second shift, Ocie, but that is better than not seeing you at all.

We welcome two old Carvers back to the department. They are Carnell Webb and Louise Anastasoff.

DID YOU KNOW?

Mistletoe was regarded as a sacred symbol of hope by the ancient Druids? Whenever enemies met under mistletoe, they would drop their arms, forget their antagonism, and embrace. From this practice grew the modern custom of kissing under the mistletoe.

The Christmas tree is claimed to be of German origin? It is said that the early Christian missionaries to Germany, in order to convert the barbarians there, introduced Christmas-tide with much merry-making and song, and at the same time adopted the heathen custom of placing a green bush over the door of each hut during the mid-winter festival.

Santa Claus really lived in the fourth century? The story goes that good St. Nick learned that three young women had no suitors because their father was too poor to provide them with dowries. Thereupon he filled three bags with gold, and threw them into the rooms of the young women, who were soon happily married. Unexpected gifts were thereafter attributed to St. Nick.

The first Christmas Savings Club was proposed by a treasurer of the Carlisle Trust Company, Carlisle, Pa., in 1909 and placed in operation by that bank the same year.

Two hill-billies were scarcely seated in the new local theater when one of them nudged the other and asked, "What does that word 'asbestos' mean over the curtain?"

"Pipe down," snorted the other, "and don't show your ignorance. That's Latin for 'welcome'."