

and department heads, but in every case it must be arranged in advance, a definite limit fixed for return and proper notice sent to Payroll departments.

Any leave of absence for more than three months shall be submitted to the Supplementary Compensation Committee in advance for approval; but if such absence exceeds six months the time shall be deducted in computing the length of service.

5. Military service, both State and National, is not to be regarded as a break in the continuity of service to the Company, provided approval of the Manager or department head is obtained in advance; but absence payments made on this account will not be considered as earnings which the service bonus is computed on.

If such absences exceed six months the time will be deducted in computing the length of service to the Company.

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