

## Sample 5: Mr. Adams B



### Home Leave Benefits

 **Hanna Suzuki** to: Andrew Adams

03/29/2013 10:33 AM

Dear Mr. Adams:

Mrs. Samuels asked me to respond to your March 27 e-mail regarding the dates of your next home leave, application for benefits payment, and confirmation of travel completion.

Your *home leave entitlement date* is February 22, 2014. Although you can no longer apply for this benefit in advance, you may travel to your approved home leave destination up to six months in advance of your entitlement date, provided that you meet all the requirements for home leave.

To apply for home leave *benefits payment*, please submit the following forms to the Benefits Administration Section, Room 1S9-700:

- home leave information form (ADM-22)
- home leave travel request form (IMF-I75)

To confirm *travel completion* upon returning from home leave, you should submit the following to the Payroll Section, Room 7-105:

- certification of home leave travel form (IMF-I80)
- original ticket stubs and boarding passes for all family members traveling

If other questions arise regarding this matter, please contact me at the IMF Staff Benefits Office or by email, [hsuzuki@imf.org](mailto:hsuzuki@imf.org).

Sincerely,

Hanna Suzuki  
Staff Benefits  
HRSBO

Hanna Suzuki

[hsxxxxx@worldbank.org](mailto:hsxxxxx@worldbank.org)

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