

HUBBARD COMMUNICATIONS OFFICE
SAINT HILL MANOR, EAST GRINSTEAD, SUSSEX

ASSN. SECS.
HCO SECS.
NOT TO BE
DUPLICATED IN
ORGS

HCO POLICY LETTER OF NOVEMBER 23, 1961

CHRISTMAS BONUSES

THE ISSUE OF CHRISTMAS BONUSES IS AUTHORIZED BY MYSELF AT THE FULL DISCRETION OF THE HCO SEC. AND CONCURRENCE OF THE ASSN. SEC. OR ORG. SEC. FOR EACH AREA, PROVIDING:

HCO BONUS MAY BE PAID ONLY IF A BONUS IS ALSO PAID TO
HASI STAFF.

BONUS SHOULD BE ON BASIS ON AN AVERAGE WEEK'S PAY FOR ALL THOSE WHO HAVE WORKED FOR THE ORG. ONE YEAR, $\frac{1}{2}$ WEEK'S PAY FOR THOSE WORKING SIX MONTHS, $\frac{1}{4}$ WEEK'S PAY FOR ALL OTHERS. ALL DATES CALCULATED FROM DECEMBER 25TH, 1960.

NO BONUS SHOULD BE PAID IF THE ORGANIZATION IS INSOLVENT, OR A HALF OF THE ABOVE BONUS MAY BE PAID. THIS IS AT THE DISCRETION OF THE HCO SEC BUT IN CONCURRENCE WITH THE ASSN. SEC. OR ORG. SEC.

IT SHOULD BE MADE CLEAR TO STAFF THAT I AM PAYING THIS BONUS AND IT SHOULD BE CONVEYED IN AN ENVELOPED CHRISTMAS CARD FROM ME, TO BE PREPARED BY THE HCO SEC.

IT IS MY WISH THAT THE BONUS BE PAID IF IT IS AT ALL POSSIBLE TO DO SO.

LRH:ESC
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L. RON HUBBARD