



TO: **Happy Bokhaba**
Dianne Campher
Patience Lelaka
Lovedalia Letsoalo
Jane Makhanya
Dephney Mthimekulu
Ashley Symes
Roshnie Vittee
and any other staff member appointed to Secretarial Services

FROM: **CODESA SECRETARIAL SERVICES**

DATE: **18 FEBRUARY 1992**

Please would staff note that everyone may take one full day's leave each month to attend to personal business. The change (from half a day) has been made to accommodate those people who have transport difficulties and to standardise the leave allowance for all staff.

The day which a staff member wishes to take as leave must be discussed with Ashley three days in advance (at least), if it is to be approved. Days taken without due notice will be counted against annual leave. Alternatively, if a staff member goes to appointments/does not report at work without notifying Secretarial Services, this day will be taken to represent that month's day off.

The decision of Secretarial Services as to when days off may be taken shall be final.

Obviously, wherever possible, we will try to have consideration for staff members' needs, but the smooth running of the department will always be the first priority.

Thank you.