

David Berlusconi

From: David Berlusconi
Sent: Thursday, 30 May 2019 9:14 AM
To: Trevor Paterson; Lena Muscat; Mark Janus
Subject: RE: Accrued Leave - Belinda Lamb

Hi All,

Annual leave **always** needs to be authorised by the manager using the proper leave request form regardless if the person has accrued the leave or not. You can always knock back the request on reasonable business grounds.

Everything else is superfluous.

Additionally, if you want to grant the leave, it will be part paid and part unpaid however again, it's the decision of the manager.

Regards.

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From: Trevor Paterson
Sent: Thursday, 30 May 2019 9:01 AM
To: Lena Muscat; Mark Janus; David Berlusconi
Subject: Accrued Leave - Belinda Lamb

Hi Mark, Lena and David,

Trust this note finds you well.

Belinda is returning from annual leave on the 1st July.

She has advised me that she has a few days that she needs off over the next few months.

- Friday 2nd August and Monday 5th August – Mothers Day present that Adrian has booked – 2 working days
- Friday 11th October – Monday 21st Oct – back to work Tuesday 22nd October – Netball trip – 7 working days
- Half day Friday 1st November and Monday 4th November – Netball Trip – 1.5 working days.

Bearing in mind that Belinda starts back to work on the 1st July does/will she have accrued annual leave for these trips and if not do we allow her to go without pay or do we pay her annual leave which means 10.5 days of her 20 annual leave days have been taken? Another option would be to not allow the time off due to no leave being available. Are all three options available to Belinda.

Thoughts please?

Trev

Yours truly,

Trevor Paterson

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