



ATTENTION	:	ALL STAFF	DATE	:	24 TH SEPTEMBER, 2013
FROM	:	RENEE ZACH	PAGES	:	1 OF 2
SUBJECT	:	LEAVE			

Dear All,

All planned leave has to be mutually agreed, submitted in writing and will be considered taking into account GIG Radiology workloads and other leave applications previously submitted. No leave will be considered without the appropriate completed paperwork.

Leave must be approved in advance and any documents regarding leave will be kept on the employees personnel file.

Please see attached annual leave form for your use.

Should you have any questions, please do not hesitate to contact me.

Regards

A handwritten signature in black ink, appearing to read "Renee Zach", with a stylized flourish at the end.

RENEE ZACH
OPERATIONS & CLIENT SERVICES MANAGER



Leave Application

Name	:	
Position	:	
Site	:	
Leave accrued	:	

Type of Leave	:	
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Sufficient leave accrued to support application?	YES	NO
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Dates Requested	Start	End	Total hours

Signed	:	
Date	:	

Approved/Declined	:	
Approved/Declined By	:	
Date	:	