



## WEBPAGE NOTICE

7 December 2017

### RE: DECEMBER LEAVE FOR PLACED TRAINEES

Dear Trainee,

**Rand Water cannot approve leave applications** while you are undertaking workplace training at host companies. Rand Water will therefore not approve blanket leave during the festive season.

The host company may authorize your leave according to operational requirements during this period. Should the host company break or close for the festive season, their leave procedure – if applicable, will apply.

Please note that should you take leave during the year you will only be granted leave based on the positive balance of your leave at the time of your application.

Regards,

A handwritten signature in black ink, appearing to read 'Basil', is written over a horizontal line.

**WOL MANAGEMENT**