

Nazia Shah

From: Kolinio Boila
Sent: Tuesday, 3 March 2020 10:43 am
To: Professor Pal Ahluwalia; Giulio Paunga; Jito Vanualailai; Derrick Armstrong; Hilary Faulds; Arvind Patel; Akanisi Kedrayate; Anjeela Jokhan
Cc: Avishay Raj; Shobhna Kiran; Rahkel Mercy; Renuka Singh; Maria Ah Sam; Anjula Devi; Joyce Lata; Anilesh Singh; Bibi Haroon
Subject: Approval of Overtime

SMT Colleagues

A kind reminder that the delegations for approval of overtime stays with SMT members, it cannot be delegated to any other Manager, except if they are Acting. Please also note that overtime as well must be approved prior to it being undertaken.

The payroll section will not process future overtime pays without SMT approvals.

Regards
Boila