



20 October 2020

TO: All Clients and Staff

Further to the refresher and updates on our COVID19 guidelines last week, we are also currently looking at plans for the essential service during the upcoming Christmas and New Year period.

As per past years, we are requiring all requests for leave during December 2020 and January 2021 to be received at Head Office by close of business **Friday 13 November 2020**. Leave forms can also be emailed to pay@devonfield.com.au. All forms received will be **considered** and responded to by 30th November.

To assist everyone with completing leave forms important dates are provided below:

Service	Last day of service	Return day for service
Business Centre -production, grounds service and hospitality	Wednesday 23 December 4pm (Employees finishing at 3pm)	Monday 4 January 8am
Hospitality -Don Campus	Thursday 19 November	Wednesday 3 February
Hospitality -Devonport High School	Thursday 17 December	Wednesday 3 February
Hospitality -St Brendan Shaw College	Wednesday 9 December	Monday 1 February
Hospitality -Ulverstone Central	Friday 11 December	Wednesday 10 February
For hospitality employees-as per COVID19 school closures work is at Business Centre up to 23 December and staff can register for relief support at services		
Wright Centre – Community activities	Wednesday 23 December 3pm (Clients finishing at 2.30pm)	Monday 4 January 9am
Community activities -individual support	To be planned with clients	To be planned with clients
Head Office (emergency contact – 64246133)	Wednesday 23 December 4pm	Monday 4 January 8am

Due to COVID19 guidelines for social distancing the end of year functions usually held at each service facility are currently being considered by Team Leaders and Executive Team. *It is a possibility that we may hold an outdoors joint event, Tuesday 22 December. We will keep in touch.*

Regards

Tanya

Tanya Kingshott
Chief Executive Officer