



SUNDALE

CREATING COMMUNITIES SINCE 1963



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Information for Employees Who Have Recently Cancelled Leave due to Changed Travel Plans

We are contacting you as you have advised that you have cancelled your plans to travel and subsequently notified us that you wish to cancel your approved leave.

As your leave was approved, a roster has now been published that allocated shifts you might normally work to other employees.

Sundale is not able to change a published roster without the agreement of all parties. It is not possible, therefore, to have you return to your normal shifts for the period of your approved leave.

Please advise your manager of your availability during the period that had been approved for your leave and Sundale will take practical steps to offer you as many shifts as we can to you during this period.