



Established October 1907 ABN 74 781 063 539

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MEMO

To : Clubs, Presidents, Secretaries, Captains
CC : SLSS Management, BOL Committee, BOSS Committee, BJD Committee

From : Keith Grima, Director of Administration

Date : 15th September 2014

Subject : **Branch Office Hours Sept –Oct, Staff Holidays**

Please be advised that the Branch Office Staff will be taking annual leave at different times during September and October 2014.

As the staff work 4 days each per week, this will result in the Branch Office being unattended on 5 days as listed below.

The Branch office will be unattended on the following days/dates :

- **Monday 22nd September 2014**
- **Monday 29th September 2014**

- **Thursday 23rd October 2014**
- **Thursday 30th October 2014**
- **Thursday 6th November 2014**

Normal Office hours of 9am to 4pm apply all other days.

Regards

Keith Grima
DIRECTOR OF ADMINISTRATION

Affiliated Clubs

Garie Era Burning Palms
Wanda Elouera North Cronulla Cronulla
Clovelly Coogee Maroubra South Maroubra
North Bondi Bondi Tamarama Bronte

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