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*Person dealing with the matter: Mr. C.K. Magadla*

*File Ref:4/6/P*

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**Circular: CPS - 21/2020/30**

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
**TO: All Employees**

**RE: Communication on early departure on 01 April 2021**

In light of the looming Easter holidays commencing this Friday, 2<sup>nd</sup> April 2021, it has become necessary for arrangements to be made for the early release of employees. As guided by own Leave Management policy, all employees are advised that they will be released from respective work commitments at **12h00 on Thursday, 1<sup>st</sup> April 2021**.

The special time-off extended to employees has been deemed necessary for the safety of all employees who will need to spend time on the road travelling to their far flung homes and/ or holiday destinations.

Yours in developmental government,

  
pp  
**MR. L. MATIWANE**  
**MUNICIPAL MANAGER**

31/3/21

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**DATE**