MANAGING AGENTS
THE COLONIAL SUGAR REFINING COMPANY LIMITED
167 O'Connell St., Sydney, Australia

ADDRESS ALL LETTERS
BOX 483 G.P.O.
SYDNEY, AUSTRALIA
CABLES: SUGAR SYDNEY

MINES & MILLS
WHITEHORSE GORGE
WESTERN AUSTRALIA

21 NOV 1952

18th November, 1952.

The Perth Engineer.
Australian Blue Asbestos Ltd.,
89 St. Georges Terrace,
PERTH.

[redacted]

Dear Sir,

SICK LEAVE - C.S.R. STAFF. In addition to the advice which you give when an officer is absent from duty on account of ill health, your normal reports on his progress, and the date of his return to duty, you should, where his absence exceeds eight weeks, advise us at the expiry of that period.

At this time your report should be accompanied by a medical certificate giving, if possible, the expected duration of his illness and the date on which he might return to normal duty.

Where it appears that his illness is likely to be protracted, say, beyond about three months, we should also like to have particulars of the officer's family, the extent of the expenses incurred through his illness, and any other information which you consider might help us in arriving at a decision in regard to the amount of sick leave to be granted.

Yours faithfully,

pro Managing Director.

S.A. file

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