
From: Allan Wilson [REDACTED]
Sent: Wednesday, April 1, 2015 10:38 AM
To: MY Te Manu
Cc: Admin; Myla; Payroll; Admin
Subject: RE: Capt Dave Holiday Request April 2015

Hi Dave

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This is a work in progress to meet MLC and PSC requirements, we will review procedure to make this work (the below is worded to send to all yachts not just Te Manu)

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1. Holiday request submitted by crew to the captain for approval and forwarded to the company (this should be a joint process as the captain has the responsibility of ensuring the yacht is correctly manned at all times) the Company / owner then reviews the requests

2. Changes to dates and times due to operation procedure – This is the individual crew members responsibility to submit any adjustments after their return from leave – [REDACTED] and [REDACTED] to be emailed the adjusted forms and originals to be filed on board.

3. Monthly wages – from the information received the payroll department will send the captain the wage sheet showing days worked / leave etc. for approval as normal – The Captain will check the dates against the official log book entries of crew leaving and joining (Payroll will have made any adjustments known at that time before sending).

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If WYM have arranged the flights we will know of any changes but this does not relieve the crew member of adjusting their forms on return to the yacht.

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Best Regards

Allan Wilson

Wilson Yacht Management =

UK Office

Tel: [REDACTED]
Fax: [REDACTED]
E Fax: [REDACTED]
Gsm: [REDACTED]

USA Office &nb=p; =nbsp;

Tel: &nb=p; [REDACTED]

E fax &n=sp; [REDACTED]

USA Cell [REDACTED] &nb=p;

Email: [REDACTED]

Web: www.wilsonyachtmanagement.com

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From: "Y Te Manu" [REDACTED]
Sent: 31 March 2015 15:53
To: Allan Wilson
Cc: Admin; Myla
Subject: Fwd: Capt Dave Holiday Request April 2015

Hi Allan,

Holiday / leave dates change frequently based on Yacht schedule / flight availability / Weather etc etc etc - it is NOT feasible to re write / reissue a new holiday request form EVERY TIME as change is required

The new system implemented by WYM required unnecessary reproduction of information & documentation

I have submitted the original Request Form & advise WYM of the change dates via email - Please amend the holiday form & attach the email sent

The same procedure should be applied to Jon / Deborah & any other crew holiday request

WYM should return the amended form when complete & p;

Best Regards

Capt. Dave Johnson & Crew

<<http://www.yachttemanu.com>>

Capt. Mobile: [REDACTED]

Boat Cell USA: [REDACTED]

<p>

Begin forwarded message:

From: Payroll [REDACTED]

Subject: FW: Capt Dave Holiday Request April 2015

Date: March 31, 2015 at 9:14:01 AM AST

To: MY Te Manu=

Good day Capt. Dave=/p>

I understand you have change your day= of leave, please could you resubmit your holiday request form=/o:p>

Thank you

Matthew

Payroll

From: Ad=in

Sent: 20 March 2015 09:41

To: Payroll

Subject: FW: Capt Dave Holiday Request April 2015

FYI

Kind regards

Diana