

St Leonards - After Hours Access Policy

Purpose	The purpose of this policy is to give guidance to all College of Law (College) employees wishing to access the St Leonards building after hours
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Applicability	All St Leonards employees
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Normal Opening Hours	Normal opening hours are 7.45am to 6.15pm Monday to Friday. Opening hours are extended to 8.45pm when students are attending evening courses or exams.
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Employees Requiring After-hours Access	If employees require after-hours access, (and they do not have a security key (fob)), they should contact the Building Manager to access such device.
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Recoding of Movements	The after-hours key system that the College uses, records the employees utilisation of their key and these records can be accessed by College management.
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Use of Security Key	The issue of the security key is personal to the employee it is issued to and should not be given by the employee to any other person.
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