



HR BULLETIN

Volume 2022.01

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THIS ISSUE

- To All Team Members of Menno Place
- Late Arrival and Leaving Work Prior to end of Shift

Attendance Management : Tracking Late Starts and Leaving Early

Starting work at the scheduled start time and completing your shift as scheduled is an expectation for all employees.

Arriving late for a shift or leaving early, means other people have to cover for you and are delayed getting home to their families.

Starting February 1st, the Staffing Offices will no longer be coding this missing time as LOA. You are paid for the hours and minutes that are recorded by the scanner which are reflected on your pay stub.

Worked hours accrue sick time, vacation and seniority. A reduction in paid work hours will reduce these accruals.

Sincerely,

Jeanette Lee
Director, Human Resources