

## HR BULLETIN

Volume 2023.03

Date January 9, 2023

#### THIS ISSUE

- Menno Home HEU members
- Vacation RequestCut off Date Change

## Menno Home – HEU Team Members

# Vacation Request Cut-off Date Change Update

Please note the dates for the first and second vacation request cut-off timelines for the year 2023 are postponed to the following:

1<sup>st</sup> choice deadline: February 6, 2023

• 2<sup>nd</sup> choice deadline: March 6, 2023

New schedules will be available to HCAs and Dietary team members by February 1<sup>st</sup>. Please DO NOT submit any vacation applications to the staffing office at this point <u>unless</u> you are requesting time off in January or February 2023.

If you have questions contact the Shop Steward, Megan Wadham <a href="mailto:mewadham@telus.net">mewadham@telus.net</a>

Thank you for your attention to this.

### Jeanette Lee

Director, Human Resources Menno Place