



**To: All Menno Place Staff**

**From: Melissa Francis, Director of People & Culture**

## 1. GoldCare Submissions

Just a reminder for staff that are using GC employee portal: when filling out any submissions on your employee portal in GoldCare (extra time/overtime and LOA/time off/sick time). Please make sure that the status of your request at the top is set to "ACTIVE"

When this status is changed, the staffing office does NOT receive these requests.

Please refer to the picture here-

Note Entry

Leave Request Approval

LR Approval (4063)

Status  Active  
Alert  No Alert

## 2. Menno Place Health & Wellness Committee

Ready to make wellness at Menno Place a priority? Join our Health & Wellness Committee and be part of a positive change. Together, we'll inspire healthier lives! "Count me in!"

Interested? Contact Diana Bae @ [diana.bae@mennoplace.ca](mailto:diana.bae@mennoplace.ca)

## 3. Expanded Employee Assistance Program

Big News! Our Employee Assistance just got even better.

Menno Place provides an employee assistance program to assist employees and their families with personal and/or work-related problems. Employee assistance includes:

- Staff & Family Counselling Services through FSEAP
- Employee Education Assistance
- Introducing Staff Housing! \*Limited space.
  - Receive more information and an application on Share Point under Human Resources -> Benefits -> Staff Housing Application Form

\*\* Complete Policy and details on SharePoint under policy AP 3.24



## 4. Staffing Office Vacations

Due to staffing office vacations, please note during Aug 24th – Aug 31st; we will have limited staffing and request your patience & kindness