


# TO: CUPE / USW

**FROM: Vanessa A. Lysne, Human Resources Officer** **DATE: May 26, 2020**

**RE: Vacation Days and Banked Time**

Please ensure all 2019/20 vacation days and banked time is used prior to June 26th.

Please:

* discuss with your supervisor when you would like to take them;
* fill out a leave app (available on district website or from sites or Operations)
* have your supervisor sign the leave app;
* ensure it gets to payroll/HR;
* **report your absence to the CUPE dispatch line**; or USW to your manager or normal process.

If you are unsure how many days you have left to use, please contact cupepayroll@sd79.bc.ca or for USW, payrollbudget@sd79.bc.ca asap.

Thank you,

Vanessa A. Lysne Human Resources Officer

cc: CUPE