



Memo



TO: ALL CUPE CLERICAL
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: May 30, 2022
RE: Clerical Summer Shutdown and Startup

Employees are not to work on Statutory Holidays.

Position: (not including 12 month positions)	Last day of work is June 24, 2022				First day back to work for 2022/2023 is Sept 6/22		
	2 extra days	3 extra days	5 extra days	10 extra days	no extra days	5 extra days	10 extra days
	June 27 & 28	Jun 27, 28 & 29	Jun 27, 28, 29 & Jul 4	Jun 24 - Jul 11	Day 1: Sep 6	Aug 29 - Sep 2	Aug 22- Sep 2
Learning Links		✓				✓	
Career Secretary & Library Clerk	✓				✓		
Dispatchers	✓				Return Sep 2		
Secretary I & II			✓			✓	
Counselling 10-11 month			✓			✓	
Quamichan Head Sec			✓				3 weeks Aug 15 – Sept 2
SBO Receptionist/Receivables Clerk				✓			✓
Secretary Alt Ed			✓				✓
COL - DL			✓			✓	
SBO Complex including: <i>Transportation, Operations, Shipping & Receiving, IES, INED, SBO Office clerical staff</i>		✓				✓	
All Career/Counselling combined positions	✓		✓Counselling hours only			✓Counselling hours only	
District Careers			✓				✓