



Memo



TO: ALL CUPE CLERICAL
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Thursday, June 2, 2023
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 30, 2023				First day back to work for 2023/2024 is Sept 5/23		
	2 extra days	3 extra days	5 extra days	10 extra days	no extra days	5 extra days	10 extra days
	July 4 & 5	Jul 4, 5 & 6	July 4 – 7 & 10	July 4 – 14 & 17	Day 1: Sep 5	Aug 28 - Sep 1	Aug 21- Sep 1
Learning Services/IES		✓				✓	
Career Secretary & Library Clerk	✓				✓		
Dispatchers	✓				Return Sep 1		
Secretary I & II			✓			✓	
Counselling Clerks			✓			✓	
Quamichan Head Sec				✓			3 weeks Aug 14 – Sept 1
SBO Receptionist/Receivables Clerk				✓			✓
Secretary Alt Ed			✓				✓
COL & DL			✓			✓	
SBO Complex including: Rentals, IES, INED, SBO Office clerical staff		✓				✓	
All Career/Counselling combined positions	✓		✓Counselling hours only			✓Counselling hours only	
District Careers			✓				✓
CSS/DLC – Library Asst.							