

**TO:** ALL CUPE STAFF  
**FROM:** Nicole Brown, Human Resources Manager  
**DATE:** November 20, 2023  
**RE:** LIF Time Increase

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An Agreement was reached between CUPE local 5101 and the Cowichan Valley School District #79 regarding the distribution of surplus LIF funds for the remainder of the 2023-2024 school year.

It was decided that each CUPE employee who has been working one hour of LIF, is to have their LIF time increased by 15 minutes weekly, to total one hour and 15 minutes of LIF time weekly. Participating in this extra time is an option. This increase starts in the next pay period, so you will need to begin working these extra minutes this week.