

Memorandum

To: All Employees

CC:

From: Human Resources



Date: March 17th 2020

Re: COVID 19 and your shifts

This will hopefully make it clear that those employees who have had shifts cancelled due to closure of any of our programs, or shifting of hours i.e.

Avenues, Life Skills, TIFs, Respite, Passports

will **NOT** be out money.

We will relocate you to another location so that you can work your hours and be paid.

Trust that we are working hard to sort through the schedules of those who may be affected and will be following up with you.

At no time will any of our employees have a loss of income or an interruption in their pay

Please speak to your Manager if you have any questions.

Thanks,

Laurie