



YORK CATHOLIC DISTRICT SCHOOL BOARD SUPERINTENDENT OF HUMAN RESOURCES OFFICE

TO: C.U.P.E. 2331 – 10 and 11 Month Employees

C: Senior Administration
All Principals and Vice-Principals
Anna Chan, Chief Financial Officer and Treasurer of the Board
Catholic Education Centre Managers
Lucie Giambattista, Manager of Accounting, Payroll and Benefits
Elena Di Nardo, President of CUPE 2331-1-2

FROM: Lynda Coulter, Superintendent of Human Resources

DATE: October 5, 2016

SUBJECT: Payroll Schedule for 2016 Christmas Holidays – C.U.P.E. 2331 Employees

Please find below the schedule of paid and unpaid days for the 2016 Christmas Holidays.

Schedule of Paid and Unpaid Days – Christmas 2016	
Monday, December 26	Paid Holiday – Boxing Day
Tuesday, December 27	Paid Holiday – In Lieu of Christmas Day
Wednesday, December 28	Floater Day*
Thursday, December 29	Unpaid Day
Friday, December 30	Unpaid Day
Monday, January 2	Paid Holiday – In Lieu of New Year's Day
Tuesday, January 3	Unpaid Day
Wednesday, January 4	Unpaid Day
Thursday, January 5	Unpaid Day
Friday, January 6	Unpaid Day

***Permanent staff only (excluding CUPE 2331-1 International Language Instructors)**

As a reminder if you are planning to be absent before or after the Christmas break, please ensure the absence is entered in SmartFindExpress (formerly TSSI) by December 1, 2016.

If you have any questions, please contact the Human Resources Help Desk at ext. 13832.