



MEMO

To: All Ongwanada Staff

From: Shannon Pierce

Date: August 13, 2024.

Re: Important Message on behalf of Human Resources

In response to current staffing challenges, Ongwanada will reinstate some past practices. In effort to ensure that staffing needs over the next few weekends are adequately covered, Ongwanada has decided to compensate staff working between 00:01a.m. on Saturdays, August 17th, 24th & 31st, 2024 and 23:59pm on Sundays, August 18th, 25th & September 1st, 2024 at a rate of time and one half (1.5) their base hourly rate of pay. During this period of time, staff working overtime hours will be paid two times (2) their base hourly rate of pay.

On a temporary basis, the Employer is implementing the requirement for a medical note from your treating medical practitioner to support any absence due to illness or injury. This will be required for each shift missed due to illness or injury in effect from Friday August 16, 2024 to September 3, 2024 inclusive. During the operation of this temporary policy, the Employer will monitor absences and assess whether this measure or other measures should be implemented.

This temporary requirement does not apply to staff who commenced a continuous absence from work due to illness or injury prior to August 16, 2021.

The failure to produce a medical note, as outlined above, will result in the absence being treated as "unauthorized" for which no sick pay will apply.

We appreciate your cooperation moving forward.