

**997 ELECTRONIC and GREEN** – we have been working to update our First Class information to ensure we are able to forward to each 997 Member an “electronic copy” of information which may be of interest and assistance to you.

Information forwarded will also be posted on our 997 web site.

If we have missed anyone please suggest they contact Lynn Raback via First Class or [pres@cupe997.ca](mailto:pres@cupe997.ca).

We welcome suggestions of items of interest to you to be included in a 997 E-Bulletin.

**CONFIRMED** – TLDSB and our CUPE 997 has received confirmation from the Ministry of Education – “two agreements with CUPE ..... are both compliant with the CUPE PDT Agreement.” The updated collective agreements are presently being edited and will be forwarded for proofreading, signatures and then printers.

We will post a copy of the updated Agreements as soon as they have been proofread on our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Collective Agreements.

## FLOATING HOLIDAY – Use It or Lose It!

Reminder our “Floating Holiday” runs the calendar year (Jan to Dec) and cannot be carried over. If you do not use the Floating Holiday in 2008 or assign on your time sheet for the upcoming break period you lose this day. The Floating Holiday is available to “probationary and permanent staff”.



Check your latest “payroll slip” ... in the bottom right hand corner, below “Net Pay” there is a box for “Floating Holiday” (Floating) – if a 0 is noted in the box this means HR – Payroll has recorded you have used your Floating Holiday for 2008



If there are hours noted in the box and you have not used your Floating Holiday for 2008 you need to ensure:

- if you are a **12 mos. employee this day is used prior to Dec 31<sup>st</sup>**,
- if you are a 10 mos. employee this information is noted on your “Time Sheet” for the Christmas Break period – Monday, December 22, 2008



It is **YOUR** responsibility to ensure that your “Floating Holiday” hours are reported on the Time Sheet. If you are a 10 mos. employee and have not used your 2008 Floating Holiday this should be shown on the Time Sheet for Monday, December 22<sup>nd</sup>.

If you show this on the time sheet for any period after Jan 01 09 this will be allotted to the “year 2009” and not “2008”.

## TIME SHEETS – INFO RE CHRISTMAS BREAK PAID HOLIDAYS



The following are the dates our “paid holidays” will be reported on the 10 mos. Time Sheets and for EI purposes:

Mon Dec 22 08	Tues Dec 23 08	Wed Dec 24 08	Thurs Dec 25 08	Fri Dec 26 08
Floating Holiday		½ day + ½ day=1 re day before Christmas and New Year’s	Christmas Day	Boxing Day

Mon Dec 29 08	Tues Dec 30 08	Wed Dec 31 08	Thurs Jan 01 09	Fri Jan 02 09
			New Year’s Day	

## MARK YOUR CALENDAR - REGULAR GENERAL MEETING

### Saturday, February 21, 2009

– Hyland Crest Senior Citizens’ Home – Minden – 10:30 a.m.

The Meeting Agenda will be posted [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Meeting Information the week of February 16, 2009.

A copy of the Minutes and handouts from the October Regular General Meeting are available on our web site – [www.cupe997.ca](http://www.cupe997.ca) – Member Resources – Meeting Information.

## SICK LEAVE RECORDS

We strongly urge you to keep a record of your Sick Leave and Personal/Compassionate Leave usage and check the annual information forwarded from the TLDSB HR Department.

The annual report is generated by November 1<sup>st</sup> for 10 mos. employees and by March 15<sup>th</sup> for 12 mos. employees. Should your information and the HR information differ contact, immediately, Kerrie Wright, TLDSB Attendance & Disability Management Officer, Lindsay Board Office, via First Class, or 324-7776 - Toll Free 1-888-526-5552 – Ext. 22143 and don’t hesitate to contact the 997 Office or your Chief Steward for assistance.

Sick Leave and Personal/Compassionate is calculated by the school year (i.e.: September 1 to August 31) for 10 mos. employees and by the calendar year (i.e.: January to December) for 12 mos. employees.

The Floating Holiday is calculated by the calendar year (January to December) for both 10 mos. and 12 mos. employees.

## **DO YOU NEED ASSISTANCE?**

Don't hesitate to contact the 997 Office – 705-**286-1156** – Toll Free – **1-877-838-CUPE (2873)** or your Chief Steward for assistance regarding our collective agreements, TLDSB Procedures.

We can be contacted via First Class or our alternate e-mail addresses:

Lynn Raback	President	<a href="mailto:pres@cupe997.ca">pres@cupe997.ca</a>
Chief Stewards:		
Herb Pounder	Custodian	<a href="mailto:custodian@cupe997.ca">custodian@cupe997.ca</a>
John Roycroft	Maintenance	<a href="mailto:maintenance@cupe997.ca">maintenance@cupe997.ca</a>
Wendy Gliddon	Office, Clerical	<a href="mailto:clerical@cupe997.ca">clerical@cupe997.ca</a>
Bill Campbell	Technical	<a href="mailto:technical@cupe997.ca">technical@cupe997.ca</a>
Debbie Gillan	Educational Assistants	<a href="mailto:ea@cupe997.ca">ea@cupe997.ca</a>