



Tsuut'ina Nation Chief Executive Officer

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INTEROFFICE MEMORANDUM

TO: All Departments

FROM: Jerry Simon, Chief Executive Officer

CC: Head Chief & Minor Chiefs, Human Resources, Finance

DATE: November 18, 2024

RE: OFFICE CLOSURE - FUNERAL SERVICE FOR ELDER VENORA BIG PLUME

Our thoughts, prayers and deep sympathy go out to the Big Plume family during this difficult time of loss.

Please be advised the Nation Daycare & Administration office will be closed on Tuesday November 19, 2024. Based on operational need, some essential services and companies will remain open. If you require further clarification, please contact your respective Executive Director.

Additional clarification around bereavement leave policies and specific entitlements can be found in the Human Resources policy and procedure manual.

Respectfully,

Jerry Simon
Chief Executive Officer