



Tsuut'ina Nation Chief Executive Officer

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INTEROFFICE MEMORANDUM

TO: All Departments

FROM: Jerry Simon, Chief Executive Officer (CEO)

CC: Head Chief and Minor Chief's, Human Resources, Finance

DATE: December 6, 2024

RE: **2024/25 Unused Vacation Leave**

All employees are strongly encouraged to use any remaining vacation time from the 2024/25 fiscal year on or by March 31, 2025. Unused vacation days will not be paid out and may not be carried forward into the new Fiscal Year.

Please ensure you work with your supervisor to schedule your vacation days appropriately. Complete the required leave forms that must be approved and signed by your supervisor.

If you require further clarification, please contact your supervisor, Executive Director, or HR Business Partner.

Respectfully,


Jerry Simon
Chief Executive Officer