



## **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: August 8, 2025

RE: **OFFICE CLOSURE - FUNERAL SERVICE FOR ELDER VICTOR STARLIGHT**

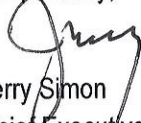
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Our thoughts, prayers and deep sympathy go out to the Starlight family during this difficult time of loss.

Please be advised the Nation Administration office will be closed on Tuesday August 12, 2025. 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