



**GWÀGHĀ SĪDÓ?Í SĪDÓ-DĪ
CHIEF EXECUTIVE OFFICER**

P: 403-281-4455
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T3T 0E1

INTEROFFICE MEMORANDUM

TO: All Nation Employees
FROM: Tanis One Spot, Acting CEO
CC: Monica Onespot, Acting SOO, Payroll
DATE: March 26, 2026
RE: **Vacation Carry Over**

This memo serves to inform all employees that any unused vacation or holiday leave hours will be carried over for a period of three months. These hours must be used by June 30, 2026.

In accordance with Tsuut'ina Nation Human Resources Policies and Procedures, section 7.10, "Vacation time may be carried forward for up to 3 months into the following fiscal year with the approval of the respective supervisor or senior manager. However, full-time employees are encouraged to use their full vacation entitlement each fiscal year."

If you have any questions or concerns, please contact your Executive Director.

Thank you,

Tanis One Spot

Tanis One Spot
Acting Chief Executive Officer
Tsuut'ina Nation

