MEMO – 2018 SUBMISSION DEADLINES FOR ALL WORKER (PASSPORT, SSAH ETC.,)

DATE: November 16, 2017

TO: Employees of Community Living~Fort Erie

RE: 2018 SCHEDULE - Submission of Passports/SSAH

\*\*\*WATCH FOR MEMOS REGARDING OTHER CHANGES NOT RELECTED IN THIS MEMO\*\*\*

Support Worker hours, expenses, mileage REIMBURSEMENT will be deposited into your

sheets are due to the CLFE office for approval bank account the FOLLOWING FRIDAY

NO LATER THAN 3:00PM ON EACH OF THE

DATES BELOW (SEE LIST BELOW)

SUBMISSION DEADLINE: PAYDATE:

(Hours, Expenses & Mileage) (for approved Hours, Expenses & Mileage)

December 8, 2017 (projected costs up to December 31st) December 15, 2017

January 5, 2018 January 12, 2018

January 19, 2018 January 26, 2018

February 2, 2018 February 9, 2018

February 16, 2018 February 23, 2018

March 2, 2018 March 9, 2018

March 16, 2018 March 23, 2018

April 2, 2018 (FINAL EXPENSES UP TO MARCH 31ST ) April 6, 2018

April 13 , 2018 April 20, 2018

April 27, 2018 May 4, 2018

May 11, 2018 May 18, 2018

May 25, 2018 June 1, 2018

June 8, 2018 June 15, 2018

June 22, 2018 June 29, 2018

July 6, 2018 July 13, 2018

July 20, 2018 July 27, 2018

August 3, 2018 August 10, 2018

August 17, 2018 August 24, 2018

August 31, 2018 September 7, 2018

September 14, 2018 September 21, 2018

September 28, 2018 October 5, 2018

October 12, 2018 October 19, 2018

October 26, 2018 November 2, 2018

November 9, 2018 November 16, 2018

November 23, 2018 November 30, 2018

December 7, 2018 December 14, 2018

December 14, 2018 (projected costs up to December 31st) December 21, 2018

*NOTE – Christmas 2018*

Industrial Drive will be closed from 4:00 PM on Friday December 21st until 9:00 AM Wednesday January 2nd 2019.

STATUTORY HOLIDAY CALENDAR DAY DAY STATUTORY HOLIDAY IS OBSERVED

Canada Day 2018 Sunday July 1 Monday July 2

Christmas Day 2018 Tuesday December 25 Tuesday December 25

Boxing Day 2018 Wednesday December 26 Wednesday December 26

New Years’ Day 2019 Tuesday January 1 Tuesday January 1