

HUMAN RESOURCES BULLETIN

PLEASE POST

June 12, 2007

**TO: 10 Month Support Staff Permanent Employees
Temporary Support Staff Employees**

FROM: CBE Payroll Operations

Vacation Pay

All 10 month Staff Association permanent employees will receive their vacation pay on June 22, 2007.

The pay deposited on July 6, 2007 will include the earnings from June 24 to July 7, 2007 and the vacation pay associated with those days.

Records of Employment (ROE'S)

ROE'S will be submitted to Human Resources and Skills Development Canada electronically via WEB on your behalf. The paper copy of the ROE that will be mailed is for your records only.

ROE's for 10 Month Support Staff permanent employees will be mailed by July 14, 2007

All Temporary Support Staff requiring ROE's should note that on their last timesheet.

Please check the address on your last pay advice and advise the CBE Employee Information Centre at 1 877 353 2555 of any changes required.

Please direct all inquiries regarding this communication to the CBE Employee Information Centre at 1 877 353 2555.