

NEW TIME OFF PROCEDURE

IN OUTLOOK,

1. Select "New Items".

2. Select "Meeting".

3. Email to your director's the time off email:

DIRECTOR	EMAIL ADDRESS
Anne Marie	TimeOffCommunity@ctchc.com
Angela	TimeOffDirectors@ctchc.com
Shivane	TimeOffClinical@ctchc.com
Susan	TimeOffCounselling@ctchc.com
Jessica	TimeOffMedSec@ctchc.com
Michael	TimeOffAdmin@ctchc.com

4. Subject: Vacation/Lieu/Sick, etc.

5. select time off period. Use "All day" if appropriate

6. enter details of your time off request.

Vacation request May 25th-29th.

FAQ's

Who does this affect?	All staff at CTCHC
When does this take effect?	June 16, 2015
Will my previous requests be impacted?	No
Can this be used for all requests?	No, this is for short term time off requests. Procedures for LOA's and other long absences remain the same.
Who can I get more information from and when?	HR Coordinator, Davaska Ferguson ext. 237 or email dferguson@ctchc.com Mondays, Tuesdays and Thursdays