



ONGWANADA

MEMORANDUM

TO: Part Time Residential Staff
FROM: Scheduling Department
DATE: September 20th, 2023
SUBJECT: Christmas Schedules

As in past years we are providing an opportunity for you to identify any preferences you have regarding the time you work over the Christmas period. We will attempt to accommodate these preferences but cannot guarantee them. This information will be used for pre-scheduling purposes only and does not affect shifts that will be called out after posting.

Please indicate your choices below and mail to Scheduling or email Scheduling.Dept@Ongwanada.com or JHanmore@Ongwanada.com no later than Friday, October 6th, 2023

Christmas Schedule Preferences 2023

EMPLOYEE NAME: SIGNATURE:

I have preferences to work the following general times on the listed dates. I am aware that this is a tool to assist in scheduling over the holidays and may not be reflected on my posted schedule. Please indicate with an "X" the applicable box(es).

Table with 6 columns: DATE, DAY 0800-1600 or 0700-1500 HRS, DAY 0800-2000 or 0700-1900 HRS, EVENING 1600-2400 or 1500-2300 HRS, NIGHT 2000-0800 or 1900-0700 HRS, NIGHT 2400-0800 or 2300-0700 HRS. Rows for Dec 24, 2023, Dec 25, 2023, Dec 26, 2023.

Please return to Scheduling no later than Friday, October 6th, 2023