Nishnawbe-Aski Legal Services Corporation

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December 1, 2023

Crystal Wawia
470 Poleline Rd
Murillo, ON
P7K 0T6

RE: Extension of Probationary Period – Attendance

Dear Chrystal:

As you are aware, your employment is subject to a 3-month probationary period, ending December 5, 2023.

As discussed with you on November 30, 2023, you have had excessive absenteeism and in turn have not met the expectations of your position as Services Referral Worker. As a result, your probationary period will be extended for an additional **8 weeks,** and a Performance Improvement Plan (PIP) will be established with you to assist you in improving your attendance. (Attached) Your probationary period is now scheduled to end on **January 31, 2023**

You will be eligible for the Company's Benefits plan and Pension plan effective the end date of your original probationary period on **December 5, 2023.**

Please contact me if you have any questions.

Thank you,

Colette Shwetz
HR Manager

Cc: Finance Department