Nishnawbe-Aski Legal Services Corporation

Elizabeth Johnson 112 Conestoga Street Thunder Bay, Ontario P7C 5S4

Dear Ms. Johnson,



Mailing Address:

1805 Arthur St. East Unit 100 Thunder Bay, ON P7E 2R6

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Head Office:

138-B Mission Rd, Fort William First Nation, ON P7J 1K7 Nishnawbe-Aski Legal Services would like to confirm your maternity leave start date as <u>January 21, 2022</u>. We would also like to confirm, you plan to take your full parental leave, ending <u>January 21, 2023</u>. Human Resources will be in touch with you in <u>December 2022</u> to plan for your return date.

Should you wish to return to work at an earlier date, you are requested to provide NALSC with a written request of your intention to return to work at Least 2 weeks in advance of your return date.

Please be aware of the following:

- All NALSC employees taking statutory leave have the right to continue to
 participate in benefit plans. This applies to pension plans, life insurance plans,
 accidental death plans, extended health care plans, dental plans, and any
 prescribed type of benefit plan.
- You are not entitled to statutory holiday pay during your leave.
- Pension contributions can be made while you are on leave. If you wish to continue participating, please contact finance to make the appropriate arrangements.

Please review these conditions carefully to ensure you fully understand each one. If you have any questions at all, please contact HR.

Sincerely,

Colette Shwetz

Human Resources Manager

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