## Nishnawbe-Aski Legal Services

Corporation

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Dec 08, 2022

Holly Sitch Nipigon, ON **C/o Nishnawbe-Aski Legal Services Corporation** Thunder Bay, ON

## **RE: Return from Leave of Absence**

Dear Holly:

We received and approved your request on **October 24, 2022**, to end your leave of absence effective **December 5, 2022**, and return to your previous position as **Payroll /Travel Coordinator**.

Upon your return your annual salary will be adjusted back to your original salary of **\$55,000.** 

You will also receive a temporary salary increase of **\$5,000** for additional duties during the transition to a new Discharge Coordinator. This temporary increase will remain in effect from December 5, 2022 until March 31, 2023 or until a new Discharge Coordinator is hired and the program is manageable.

Holly, your commitment to the Discharge Program has been exemplary and has led the Discharge program to be a great success. We thank you for all you have done and continue to do for this program.

If you have any questions, please contact your manager.

Sincerely,

Colette Shwetz

Colette Shwetz HR Manager

Cc: Finance Dept.

## Mailing Address:

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