

From: [Colette Shwetz](#)
To: [Zelda Watt](#)
Cc: [Carol Buswa](#); [Melissa Scholz](#); [Tracey Coultis](#)
Subject: RE: Vacation Entitlement
Date: March 17, 2024 8:46:33 AM

Hi Zelda,

I did review your attachments. I also contacted finance to see how many vacation weeks you were currently receiving.

In summary, the documents that you provided me in your email became void when the new HR manual, and vacation policy was adopted and approved by the NALSC Board of Directors on March 2021. However, after reviewing your past vacation credits with finance it was noted that you were already receiving 6 weeks of vacation and are now approaching the 6wk level as set out in our current vacation policy. Therefore, you were credited the 35 hrs missing in the HRIS to align with what you had already been receiving.

Moving forward, you will be allotted 6wks vacation credits for the 2024/25 vacation period as per our current vacation policy and remain there till your years of service reach the next level.

Thanks,

Colette Shwetz
Director of Human Resources



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From: Zelda Watt <zwatt@nanlegal.on.ca>

Sent: Thursday, March 14, 2024 3:49 PM
To: Colette Shwetz <cshwetz@nanlegal.on.ca>
Cc: Carol Buswa <cbuswa@nanlegal.on.ca>
Subject: FW: Vacation Entitlement

Good afternoon Colette

Do you have an answer for me yet regarding the attached. Will an adjustment be made soon?
Thank you.

Zelda Watt

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From: Zelda Watt
Sent: Friday, March 1, 2024 3:54 PM
To: Colette Shwetz <cshwetz@nanlegal.on.ca>
Cc: Carol Buswa <cbuswa@nanlegal.on.ca>
Subject: Vacation Entitlement

Hello Colette

Attached is a copy of the amended vacation entitlement signed in 2014. In November 2020, my entitlement to 30 days vacation took effect. I have taken 6 weeks vacation in recent years. HRIS has 175 hrs (5 weeks) vacation time for the current fiscal year 2023-24, which should be 210 hours (6 weeks).

Please let me know when an adjustment will be made. Thank you.

Zelda Watt

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