



Canadian Union of Public Employees - Local 561

Coquitlam School Board, Coquitlam Municipal Library, First Canada-Fraser Valley,
and, Children's-House Montessori Pre-School Society Employees

#202 - 2189 Austin Avenue, Coquitlam, BC, V3K 3R9, Webpage: www.cupe561.ca Phone: 936-4545, Fax: 936-0334, Email: cupe561@shawcable.com

CUPE PRO-D FEBRUARY 22, 2019

The CUPE Pro-D Day is Friday, February 22, 2019 with courses being held at Terry Fox Secondary. The format will remain as job related. This year Lead Hands and Union Officials are organizing courses relevant to each classification.

There will be no crossover to other classifications or CTA Workshops.

REVISED CORECTION -- Support Staff with Assignments of two hours or less

per day: NO ACTION REQUIRED You are not required to attend Pro-D Day on February 22, 2019 and therefore not required to call CADS.

Support Staff with NO hours on Fridays as part of their regular schedule:

You are not required to attend Pro-D Day on February 22, 2019 and therefore not required to call CADS.

Support Staff booking absences for CUPE Pro-D Day – February 22, 2019:

Leave of Absence or Vacations are booked according to the Collective Agreement. All approved leave of absence or vacation forms must be received in Human Resources 24 hours prior to the requested leave.

Any classification that does not typically work Pro-D days will not be eligible to use February 22nd as a sick day!

Casual Staff:

Casuals in Backfill assignments or Casuals in Temporary assignments are expected to attend Pro-D sessions on Friday, February 22, 2019. Casuals who are assigned as 'Until Further Notice' are not required to attend CUPE Pro-D. However, if space permits, casual employees may register for Pro-D sessions but will not be paid.

All CUPE Support Staff with assignments of more than two hours per day (all permanent employees as well as casuals in backfill assignments or casuals in temporary assignments) are expected to attend Pro-D sessions on Friday, February 22, 2019.

**If you do not show up for a course on Pro-D Day,
you will be deemed 'ABSENT WITHOUT APPROVAL'.**

MORE DETAILED INFORMATION WILL BE SENT OUT IN FUTURE MAILBAGS.