

Human Resources

Employee Handbook

December 9, 2024

Since LifeLong Medical Care approved two collective bargaining agreements (CBAs), it has been necessary to undertake a comprehensive review of LifeLong's Employee Handbook to assess, clarify and harmonize all policies and procedures. For example, as related to holiday, sick, vacation, and other types of leave, policies differ for different classes of employees based on union membership, role, length of employment with LifeLong, etc.

To ensure that all employees have a clear understanding of their leave entitlements and how they are managed, Human Resources is currently cross-checking current leave policies with the CBAs to identify any ambiguities or inconsistencies. While this is underway, for any leave-specific inquiries, please contact Julieth Chambers-Osman.

For all other Employee Handbook and policy and procedure inquiries, please contact <u>Ayeola Alexander</u>.