



8 October 2009
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TO: All Staff

FROM: Michèle Charlebois

SUBJECT : Pregnancy and the H1N1 Virus

This is a reminder to all staff that there are procedures and deadlines to be followed when you are trying to plan for a maternity or paternity leave. We ask that you contact Human Resources as soon as possible so that we can inform you on the procedure to be followed and on the documentation that must be submitted. These are happy times that we don't want to ruin with unnecessary delays or bureaucracy.

In addition, with all the talk of the H1N1 virus lately it is especially important that if you are pregnant you contact Human Resources as we have important information related to pregnancy to share with you.

You may contact me at extension 1093 or Marcel Guerin at extension 1091.

Michèle Charlebois
Director of Human Resources

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cc: chrono

