

**Ministry of Community Safety
and Correctional Services**

**Ministère de la Sécurité communautaire et
des Services correctionnels**



**Office of the
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Institutional Services**

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**MEMORANDUM TO: All Regular Correctional Officers
Institutional Services**

**FROM: Steven F. Small
Assistant Deputy Minister
Institutional Services**

DATE: March 7, 2012

**SUBJECT: Year 3 Absenteeism Targets For Regular Correctional Officers
And Youth Service Officers**

I am pleased to announce that the 2011 second-level Absenteeism Target under Articles COR15.1(a) and COR18.1(a) has been achieved.

The final 2011 Attendance Report indicates that the overall prorated average sick leave usage for regular Correctional Officers (COs) and Youth Services Officers (YSOs) was 124.642 hours (15.58 eight-hour days) for January 1 to December 31, 2011. The target for 2011 was 144 hours (18 eight-hour days) to achieve a 3 percent bonus, and 160 hours (20 eight-hour days) to achieve a 2 percent bonus.

Pursuant to Appendix COR7 of the Correctional Bargaining Unit Collective Agreement, regular COs and YSOs will be issued lump sum bonus payments of 3 per cent of their straight time hourly rate as of December 31, 2011 for all hours worked in the period from January 1-December 31, 2011. Confirmation of the bonus payout date will follow shortly.

I would like to congratulate you on this achievement. I look forward to working together throughout the coming year to continue reducing absenteeism in the workplace.

If you have any questions regarding the Absenteeism Targets or the lump sum bonus payments please contact your manager.


Steven F. Small

**c: Jay C. Hope
Regional Directors
Superintendents
Mark Dittenhoffer
Allan Gunn**