

MIRMIL NEWSLETTER



FEBRUARY 2025

EMPLOYEE LUNCH

The next employee lunch will be Wednesday February 19th.

BIRTHDAYS

The following employees are celebrating a birthday this month:

- Sam Garbutt
- Tim Genereaux
- Josh Hill
- Davyd Kartashov
- Steph Murdoch
- Sarah Walker

HAPPY BIRTHDAY!

WORK ANNIVERSARIES

Happy Work Anniversary to the following Mirmil Team members:

- Steve Barlow – 2 years
- Teri Brownson – 1 year
- Autumn Davidson – 4 years
- Jeremy Gale – 5 years
- Terry Higham – 7 years
- Kevin Jewett – 2 years
- Kendra Savard – 1 year
- Alex Savchuk – 1 year
- Dave Taylor – 4 years

VACATION REQUEST FORMS

Please remember to hand in your vacation request forms to Sam T by February 15th!

MIRMIL APPAREL

If anyone needs apparel, please see Sam T.

NEW BENEFITS

We have switched to a new benefits provider! An information package for the new plan with Blue Cross will be handed out next week. The coverage is almost the same as our previous plan. Employees will receive an email for their digital id card on February 1st, 2025. If you don't receive it, please see Sam T.

John Enright JR. from McDougall Insurance will be onsite on Tuesday February 4th to discuss the new plan with all employees. Everyone has been assigned a meeting time either through email from Sam or verbal communication from Joel. If you forget your time slot, please see either Sam or Joel. These meetings will be held in the upstairs training room. If you need to make any changes to your benefits, please do so at this time. If any questions would like to be asked outside of the group meetings, please let Sam know ahead of time.

We appreciate your patience as we navigate this transition.

JANUARY RECAP OF NEW HIRES

We have a few new additions to the Mirmil team! Please welcome the following:

Steph Murdoch – Office Assistant

Nairne Oliver – Production Associate

Bowen Stephens – Production Associate

UPDATE TO THE ABSENTEEISM POLICY

Please see below for the added verbiage to the existing absenteeism policy. If anyone would like a copy of the policy, please see Sam T.

Follow up may be required but not limited to:

- *When an employee has more than 3 consecutive incidents*

Extended Absence - If an employee is absent for more than three (3) consecutive working days, supporting documentation must be provided. If an employee is absent for more than three (3) consecutive working days, they will be moved to a leave of absence status and will, if they have not already done so, commence the process of moving to an Approved Leave (i.e. EI Sickness Benefits). Some exceptions may apply.

If a medical note is required, the following information is to be included:

- *The duration or expected duration of the absence*
- *The date the employee was seen by a health care professional*

BLUEPRINT READING TRAINING

For anyone that is interested in a blueprint reading training session with Travis after hours, please write your name down on the sheet posted on the lunchroom door. If there is enough interest, we will pick a date for this session that works for everyone interested.

FAMILY DAY

We will be closed on Monday February 17th for Family Day. We will resume regular hours on Tuesday February 18th.

What did the man say to his banker on February 14th?

... you've caught my interest ...