

REMINDERS

- Shift preference forms should be mailed back to HR by Monday, April 27th in the self addressed stamped envelope provided in the mailing
- Your vacation option of “pay as you go” or “lump sum payment” forms need to be returned in the mail no later than May 7, 2020 so they will be received timely by the deadline of May 14, 2020. Please make sure you complete the back of the form to indicate your lock in vacation week(s). There was also a self addressed stamped envelope provided for these forms also.