

Memo

General Motors of Canada Company
CAMI Assembly
300 Ingersoll St., P.O. Box 1005
Ingersoll, Ontario N5C 4A6

Subject:
Christmas Week

Date:
November 12, 2020

To:
GM CAMI Assembly Production Hourly

From:
Employee Relations

Department:
All

Department:
Employee Relations

As previously announced through the rotating layoff 'Operating Plan', all three shifts are scheduled to work the week of December 21, 2020:

- 'C' shift will work midnight shift: 11:00pm-7:00am
- 'A' shift will work day shift: 7:00am – 3:00pm
- 'B' shift will work on either midnights or days, assigned by their staffing coordinator

Due to all three shifts being scheduled, additional time off requests will be approved through the following process:

- Team members must submit their time off request by **December 1, 2020**, this opportunity is for the entire week only (3-day week)
- Each department will evaluate their number of extra staffing by team and manage requests based on that evaluation
- The department will approve time off requests by highest seniority team members requesting time off (vacation/bank time/an unpaid day), by team
- Any team member that is approved for this week off that has outstanding unscheduled vacation must use those hours first, as opposed to time off unpaid. This does not apply to bank time.
- Any single day opportunities (or late full week requests) will follow the regular 10-day window process at the discretion of each department
- No production team member will be on lay-off status for this week

Please submit your time off request to your department staffing coordinator.

Please be reminded the operating schedule is subject to change