

# Memo

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

**Subject:**  
**Summer Shutdown 2023, Vacation Scheduling During  
the Month of July**

**To:**  
**All GM CAMI Assembly Hourly Team Members**

**Department:**  
**All**

**Date:**  
**June 26, 2023**

**From:**  
**HR/LR**

**Department:**  
**HR/LR**

Shown below are changes regarding the 2023 Summer Shutdown Period and the balance of the month of July 2023.

- The 2023 Summer Shutdown scheduled for the weeks of July 2, 2023, and July 9, 2023, has been cancelled.
- All production team members, who are not required to work, will be placed on layoff status for the down period of July 2, 2023, through to and including July 29, 2023.
- Production team members who are required to work will be notified by the Company.
- All unused paid vacation remaining at the end of the 2022/2023 vacation year will be carried over into the 2023/2024 vacation year. There will not be a mass payout of unused 2022/2023 paid vacation hours as previously announced.
- All unused 2021/2022 paid vacation hours that were carried over into the 2022/2023 vacation year will be paid out.
- Hourly team members with full weeks of paid vacation scheduled during the weeks of July 16, 2023, and/or July 23, 2023, will have these hours remain as scheduled.

- All paid vacation hours carried over from the 2022/2023 vacation year into the 2023/2024 vacation year must be used prior to the use of 2023/2024 vacation hours.
- **Production team members may schedule vacation (full week blocks only) into any or all of the weeks of July 2, 2023 (32 hours), July 9, 2023 (40 hours), July 16, 2023 (40 hours), July 23, 2023 (40 hours). To schedule vacation into any of these weeks, please reach out to the appropriate departmental staffing coordinators as shown below. PLEASE NOTE – vacation must be requested and input PRIOR to the end of the week in which it is being requested.**

**ASSEMBLY:** Jennifer Cowdrey  
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**QUALITY:** Bill Valk  
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The plant is scheduled to resume production on Monday, July 31, 2023 (B-shift).