

# MEMO

TO: ALL PENAUILLE SERVISAIR MEMBERS - YYZ  
DATE: TUESDAY JANUARY 30, 2007  
FROM: LUCIA FRACASSI - CHIEF STEWARD  
RE: OUT OF OFFICE

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This letter serves as notification that I will be out of the office from **Thursday February 08, 2007 thru Friday February 16, 2007**. I will be back in the office on **Monday February 19, 2007**. Should you require the assistance of a shop steward, please contact the Steward in your department, if said person is not available you can contact any other steward from the other departments. A list of the Shop Stewards and their associated department and telephone number has been posted.

THANK YOU.

CC: UNION BOARD/UNION FILE

