

**HOURS EFFECTIVE IMMEDIATELY:**

<b>Day</b>	<b>Hours</b>	<b>Union Staff</b>	<b>Benefits Staff</b>
Monday	8am – 12pm	Christine, Frank	Tracey, Ryan
Tuesday	1pm – 5pm	Christine, Frank	Tracey, Ryan
Wednesday	1pm – 5pm	Jennifer, Marc	Katrina, Leslie
Thursday	8am – 12pm	Jennifer, Marc	Katrina, Leslie
Friday	CLOSED - <b>APPOINTMENT ONLY</b>	N/A	Ryan - <b>BY APPOINTMENT ONLY</b>

**Jean will be rotating her schedule to assist office operations. She will also be checking email regularly to ensure adequate Union Hall communication.**