

Lisa Slomke

From: Aaron Petrin
Sent: Thursday, September 08, 2016 10:26 AM
To: Lisa Slomke
Cc: Doug Brown
Subject: Notice of Retirement - Frank Sheppard

Dear Lisa,

Copied below is an excerpt from an email received from Frank Sheppard on July 29, 2016 regarding his intention to retire.

Respectfully,
Aaron

Aaron Petrin, CHRP
Human Resources Manager
The Corporation of the Town of Fort Frances

Good Afternoon Aaron:

Following our meeting of Wednesday morning I wanted to confirm that you can consider this my official notice of retirement, and that I am proposing that the date be effective as of October 31, 2016.

There are a number of items that are outstanding and I will endeavor to complete them to the best of my ability. That said, by my calculations I have three weeks of vacation credit left from this year and will have accrued an additional 233.33 hours or 29.16 days of holiday time up to the end of October of 2016. When adding that to the 15 days of vacation from this year and the two floater days, the total credit time left to take is 46.16 days. I am fine with rounding down to the 46 day time frame. I have included a proposed schedule for my days off until the end of October, and to let you know that I have some flexibility within that time frame should priorities occur.

Thank you

Frank Sheppard, Fire Chief/CEMC
Fort Frances Fire Rescue Service