



# Holy Spirit Catholic School Division

*...where students are cherished and achieve their potential*

October 8, 2025

SUBJECT: Important Information for Staff During Job Action

Dear Staff,

We want to provide in writing clear communication about your employment status during the ongoing job action.

Under the terms of the CUPE 1825 collective agreement, the Division is required to provide 30 days' notice in the event that temporary layoffs become necessary. We wish to provide the same notification period to our out of scope staff whose work is directly connected to students.

At this time, we want to emphasize that we do not take this decision lightly and we do not want to lay off any employees. However, in keeping with the agreement and to ensure we are being proactive and transparent, we are issuing this notice now.

We truly hope and pray that the current job action will be resolved before November 7, making this notice unnecessary.

To provide as much clarity as possible:

- Non-ATA employees remain actively working at this time and should continue with their regular duties until November 7, unless otherwise directed.
- If a temporary lay-off occurs, your benefits with ASEBP will continue and for LAPP you will get an opportunity to buy back the hours for your pension.
- The Division has chosen to follow the full 30-day notice period, even though some other divisions operate with shorter 2-week timelines. We believe this approach offers our staff more time to plan and prepare, should any changes become necessary.

Again, our hope is that a resolution will be reached before November 7, which would mean this notice will not need to take effect. If temporary layoffs do occur, it is our full intent to bring all affected employees back to their current positions once the job action is resolved and operations resume.

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**The Holy Spirit Roman Catholic Separate School Division**

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## Page 2

We understand this situation may raise questions or uncertainty. Please know this step is precautionary. We appreciate your understanding and patience as we continue to navigate this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Axani'.

Ms. Chantel Axani, Superintendent of Schools  
Holy Spirit Catholic School Division

“It is the Lord who goes before you. He will be with you; he will not fail you or forsake you.  
Do not fear or be dismayed.” (Deuteronomy 31:8)