



MEMO

Date: March 13, 2025

To: Home Care Direct Service Staff

From: Bria Foster
Director Health Services
Seven Oaks and Inkster

Cc: Director Health Services, Manager
Health Services, Human Resources,
Executive Director Health Services

Subject: Available Work Period (AWP) Removal Updated Schedules and General Information

With the removal of the Available Work Period (AWP), your schedule has now been updated and is available for viewing in the Employee Portal. Please ensure to review your new schedule prior to the effective date of Friday, April 11th, 2025.

If you are unable to access the Employee Portal following these instructions [Procura-Portal-DSS-User-Guide.pdf](#), please contact your Resource Coordinator (RC) for additional support. Please note any future schedule changes will be made in accordance with the collective agreement and uploaded to the Employee Portal for viewing by DSS staff.

RCs will also be posting the new schedules in Community Offices by Friday, March 14th, 2025. Your RC will meet with you in the coming days as well to provide you with a paper copy of your new four (4) week schedule effective April 11th, 2025, go over your new hours of work with the eliminated AWP, and, answer any questions you may have. If you had an existing accommodation around your previous hours of work and continue to require an accommodation with your new schedule, please contact your Resource Coordinator before **Friday, March 21st, 2025**. We will review these requests on an individual basis and will provide reasonable accommodation as required under the Manitoba Human Rights Code.

With the removal of the AWP, you will be required to check your Procura Mobile App thirty (30) minutes prior to the start of your shift. This is to ensure you are aware of any client changes or updates as clients may have been added or cancelled which could impact when and where you report for your first client visit on that day.

Please contact your RC directly with any questions you may have.

Thank you,

B. Foster