



MEMO

January 22 January 2015

TO: All STAS Employees

RE: Sick Leave Payout

NOTICE TO ALL EMPLOYEES:

Due to an unfortunate error, the sick leave payout was added to the regular bi-weekly pay, instead of separate deposit.

STAS would like to reassure you that we have every intention of rectifying the situation as quickly as possible. We have already undertaken corrective measures but a few details still need to be worked out. A potential reimbursement calculation for each affected employee will be completed in the near future, in order to determine if a different level of taxation would have been applied had the payment been made as a separate deposit. In the meantime, we thank you for your comprehension.

Do not hesitate to contact us if you have any questions or comments.

Thank you for your patience,

Management