

From: [Nikki Thomsen](#)
To: [Nikki Thomsen](#)
Subject: RED: Communication from LifeWays Executive Leadership
Date: Tuesday, March 17, 2020 3:23:51 PM
Attachments: [COVID-19 PTO Selection Directions.pdf](#)
[COVID-19 Communication 3.17.20.pdf](#)
Importance: High

Good Afternoon Team,

Please see the attached communication from Donald Wood, Executive Director, Human Resources regarding Executive Leadership's support plan for staff during the COVID-19 pandemic.

Should you fall into one of the criteria notated within the communication, and need to use COVID-19 PTO, please make this request within Kronos by visiting:
<https://secure2.saashr.com/ta/LIFEWY.clock?rnd=SWW>.

Kindest Regards,


Nikki Thomsen, MA, SPHR, SHRM-SCP

HR Generalist, Human Resources

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HR with a heart 



LifeWays Community Mental Health, in partnership with our community and provider network, inspires hope and equips individuals on their journey toward recovery and wellness.

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