

TOWN OF ELLINGTON FIRST SELECTMAN'S OFFICE



MEMO

To: Town Employee
From: LouAnn Cannella, Human Resources Coordinator
Subject: Voluntary Employee Sunshine Club

Your co-workers have established a voluntary employee "Sunshine Club" which is used to cover the cost of sending flowers or gift baskets to fellow Sunshine Club member employees who may be enduring the loss of a loved one, or going through an extended medical situation or other hard times.

This voluntary contribution is \$.50 per paycheck. If you are interested in participating in the Sunshine Club, please sign this form below and return it to the Human Resources Department.

Thank you.

I have elected to participate in the voluntary employee Sunshine Club which has been established to cover the cost of sending flowers or gift baskets to fellow Sunshine Club employees who may be enduring the loss of a loved one, or going through an extended medical situation or other difficult situations.

I hereby authorize the Finance Department to deduct \$.50 from my bi-weekly paycheck to be deposited into the voluntary Employee Sunshine Club Fund.

Printed Name

Date

Signature

cc: Human Resources