# Agenda:

## Review System Requirements

**Absences**

1. What holidays are observed by region and on which days? (Do these follow provincial standards?)
2. What are the specifics of the absence policy? i.e.
   1. Vacation days are allocated for the year (pro-rated for employees who start mid-way through)
   2. Three personal emergency leave are available for each full-time salaried employee, personal emergency leave percentage for each hourly employee
3. Who will be the managers?
   1. BLT upper management (Mark, Colin, Dave, John etc.)?

**Performance Reviews**

1. What form will be used for the performance reviews?
2. Do employees complete a self-evaluation to submit to their managers?
3. Who will be the managers?
   1. Different from absence manager
   2. BLT upper management (Mark, Colin, Dave, John etc.)?

**Certifications**

1. Which employee groups require which certifications?
2. Centralized person for approval

**Onboarding New Employees**

1. What training materials are considered “general company information” for all new employees
2. What training materials are considered “employee group specific information” for all new employees