

**Microbiology Meeting Minutes**  
**December 10, 2025**  
**12:00 to 13:00**

Attendee	Present?	Attendee	Present?
Laura S	✓	Chelsea	✓
Moses	✓	Jen	✓
Laura G	✓	Katie	✓
Minutes recorder: Laura S			

1. How are things going?
  - Moses is back and it is going well. He will also be back from February to May so this will be very helpful
  - Have interviewed 2 people. One was the person writing their exam in February and the other person was only looking for casual work. HR reached out to the new graduate to say we are interested, and they passed the interview but then she didn't hear back so not sure what that means. Otherwise, the posting will stay up, and we will get someone at one point
  - Lab potluck is on Friday. It would probably be good if we went from micro, Laura and I are going to. But if you do not want to that is ok too
  - Saturday is the micro potluck at Chelseas. Chelsea will discuss her gift game we will do if wanted. It will be at 6 pm.
  - There is a lot of flu right now so that will be busier. We have tried to order lots of RP2.1 kits and should have enough to keep us going through Christmas
  - Everyone make sure to renew your CSMLS membership and submit your SAM claim. The codes for this are on a post it note on the front counter
2. CMPT M253:
  - Go over the survey
  - Discuss that all wounds will be treated as deep wounds and have anaerobic plates automatically ordered
3. Discuss EQA testing for next year:
  - Laura S made a job aid
  - We will try VRE with CAP and see if it works better for how we culture it
4. PCR QC sheets:
  - This are yearly now so Laura S will print the new years sheets before she goes off. Please make sure to take out the 2025 sheets and replace with the 2026 sheets

## Microbiology Meeting Minutes December 10, 2025 12:00 to 13:00

5. Barcode labels and exempt human specimen labels:
  - Laura S added these items to our ordering list
  - We will keep 5 rolls of labels on the top shelf of the front bench
  - The exempt human specimen labels are for the HPV boxes
6. Leave for 2026/2027:
  - Bulk leave is for the annual leave you will earn in the upcoming year and does not include the time you have banked
  - After February 1 then you can put in for all leave
  - Go over how much everyone gets based on table
  - The calendar is for you to use to plan. This must be fair and ensure everyone feels comfortable with this system.
  - Bulk leave goes by seniority then it goes first come first serve
  - Laura S will not be here when it needs to be approved so if we could try to have them in before the end of January that would be good, then she can go through them for Lisa

### Vacation Leave

Your vacation leave must be approved in advance.

You earn Vacation Leave for each hour that you receive pay at the following rates:

Completed Years of Continuous Employment	Amount earned per Hour	Days earned per Year
less than two	0.063462	16.5
two or more, less than 7	0.082616	21.5
7 or more, less than 15	0.096000	25
15 or more, less than 20	0.115385	30
20 or more	0.134770	35

7. Roundtable:
  - Moses wanted to thank Laura S for doing all the work to get him here on these locums and thanked everyone else for their support. He said we are still the amazing micro team he has worked with 😊