

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Human Resources

DATE: March 7, 2024

SUBJECT: 2024 Daylight Savings (Time Change)

Daylight Savings Time begins on **Sunday, March 10, 2024 at 2:00 a.m.** At that point, we go from Standard Time to Daylight Savings Time.

Employees are expected to report for work as per their scheduled shift and will be remunerated for the **actual hours worked**.

For example, an employee reporting to work at 2300 and is scheduled to complete work at 0700, will be paid 6.50 hours.

The Maintenance Department will be available to turn clocks **forward** on Monday, March 11, 2024. All clocks will be adjusted through visits to each unit.

Should you wish to adjust clocks yourselves (e.g. in desk areas), please feel free to do so but make safety a priority.

If you have any questions, please discuss this memo with your Manager.