

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Employees

FROM: Sandra Griffiths,
Abilities Management Coordinator

DATE: October 5, 2023

SUBJECT: Attendance Management and Support
Program

Pembroke Regional Hospital (PRH) is committed to a safe, positive, and healthy workplace. All Hospital employees contribute to this objective, and regular attendance at work is critical to maintaining quality health care.

In recognition that regular attendance promotes higher staff morale, fair workload allocation and increased quality of care to our patients, the Attendance Management and Support Program (AMP) aims to encourage and support employees in attending work regularly. The AMP provides the basis for a consistent and equitable approach toward attendance management, increases employees' awareness regarding excessive absenteeism, and access to proactive support programs.

Attendance is one of the fundamental obligations of an employee. Therefore, regular attendance is the responsibility of each employee and is a condition of employment with the Hospital.

To this end, all employee's attendance will be regularly reviewed during the following time periods:

- January 1st to June 30th
- July 1st to December 31st

Please note attendance review for all employees will begin effective January 1, 2024, for the review period starting July 1, 2023.

Employees currently enrolled in the AMP will maintain their status within the program. However, to align with the updated policy, there will be a change in the attendance review period for these employees.

Please review the Attendance Management and Support Program policy found on Policy Medical.

If you have any questions or concerns about this initiative please do not hesitate to contact the Abilities Management Coordinator, Sandra Griffiths (sandra.griffiths@prh.email ext. 7214).

Thank you for your attention to this matter and your continued commitment to upholding the mission, vision and values of the Pembroke Regional Hospital.