

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Human Resources

DATE: March 9, 2023

SUBJECT: 2023 Daylight Savings (time change)

Daylight Saving Time begins on **Sunday, March 12, 2023, 2am**. At that point, we go from Standard Time to Daylight Saving 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 schedule to complete work at 0700, will be paid 6.50 hours

The Maintenance Department will be available to turn clocks FORWARD on Monday, March 13, 2023. 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.

Please discuss specific issues regarding this application with your Director/Manager.