

PEMBROKE REGIONAL HOSPITAL

MEMO



TO: All Employees

FROM: Brent McIntyre, Director, Human Resources

DATE: December 21, 2022

SUBJECT: Christmas Break

As the holiday period fast approaches, I hope you are all taking a much deserved and well earned break to spend time with family and friends. Over the next couple of weeks, we are expecting a white Christmas, with an anticipation of heavy snowfall and wintry conditions.

As we all make every reasonable effort, consistent with personal safety, to report to work during periods of inclement weather and every one has different commutes, driving skills, vehicles and comfort levels, please continue to be proactive, and to plan ahead when you know bad weather is coming.

This may include:

- Asking a friend or co-worker for a lift
- Taking a taxi to work
- Staying at someone's home that is closer to work
- Discussing other alternative options with your manager

Also, please note the Hospital may require a Medical Certificate of Disability for illnesses of one or more days from all employees who call in sick on Friday, Saturday, Sunday, and Monday shifts scheduled around the Christmas Break.

The Medical Certificate of Disability form can be found on the Intranet: <http://172.22.0.78/intranet/Forms.asp>

Please know you truly are an important part of the PRH team. Your presence at work is valued and allows us to serve our community with consistent and professional care. Please exercise extra caution when travelling in inclement weather, and thank you for all you do for our patients and fellow staff members each and every day. Merry Christmas, and a Happy Holiday!

If you have any questions or concerns, please reach out to your manager or myself at Brent.Mcintyre@pemreghos.org.