

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Human Resources

DATE: October 18, 2022

SUBJECT: **REVISED**
2022 Daylight Savings (time change)

Daylight Saving Time ends on **Sunday, November 6, 2022, 2am**. At that point, we go from Daylight Saving Time to Standard Time.

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

For example, if you are scheduled for an N23 shift (11pm to 7am), you are to report to work for 11pm, and if your shift ends as scheduled at 7am, and will be remunerated for 8.5 hours.

The Maintenance Department will be available to turn clocks **BACK** on Monday, November 7, 2022. 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.