

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Tanya Parker, Manager of Scheduling and Staffing

DATE: May 26, 2023

SUBJECT: Sign In/Out Sheets

Effective June 4, 2023, Pembroke Regional Hospital will be discontinuing the practice of signing in by exception.

Departments that currently sign in by exception will transition to daily sign in/out sheets. Affected ONA and CUPE employees will be required to **sign in and out** of all shifts worked.

Signing in and out includes, but is not limited to, scheduled shifts, orientation, in-service, modified work, mentorship and team lead roles.

Sign in/out sheets will be available in each department and are to be submitted by the Manager to the Staffing Office for processing.

Thank you.