

PEMBROKE REGIONAL HOSPITAL

MEMO

TO: All Staff

FROM: Human Resources

DATE: October 30, 2024

SUBJECT: 2024 Daylight Savings (time change)

Daylight Saving Time ends on **Sunday, November 3, 2024, at 2:00 a.m.** 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 the N23 shift (11:00 p.m. to 7:00 a.m.), please report as usual at 11:00 p.m. and complete your shift at 7:00 a.m. as scheduled. You will be compensated for **8.5 hours** in this case.

The Maintenance Department will be available to turn clocks **BACK** on Monday, November 4, 2024. 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 direct supervisor.