

## THIS ISSUE

- To All Team Members
- Short Notice Sick Calls:  
How & When

## SHORT NOTICE Sick Calls – HOW & WHEN

Sick Calls on the day of your shift must be **PHONED** into the Staffing Office – **DO NOT EMAIL OR TEXT** Staffing that you are sick.

Timelines for Sick Call-Ins must be done with advance notice to ensure we have safe staff coverage for the day.

### Menno Hospital

Staffing Office Hours are 0600 – 1400 Daily

Phone Number **604-859-7631** Ext. 2270

Short Call Absence replacement should be made as follows:

Start Time	Call-in By:
Day Shift: 0600	0600- Nursing - call RN @ ext. 233. All others leave msg with Staffing @ ext.270
Day Shift: 0700	0600 the same day – Staffing ext. 2270
Afternoon: 1400, 1500, 1600	1000 the same day – Staffing ext. 2270
Night Shift: 2300	1300 the same day - Staffing ext. 2270

### Menno Home & Apartments

Staffing Office Hours are 0600 – 1600

Phone Number **604 853-2411** Ext 2465

Start Time	Call-in By:
Day Shift: 0600 (nursing)	0530 the same day -call Clinical Lead @ ext. 2462
Day Shift: 0700	0600 the same day – Staffing ext. 2465
Afternoon: 1400, 1500, 1600	1100 the same day – Staffing ext. 2465. After 1400 call ext. 2472 and speak with Nurse Manager or ext. 2462 and speak with Clinical Lead
Night Shift: 2300	1330 the same day - Staffing ext. 2465. After 1400 call ext. 2472 and speak with Nurse Manager or ext. 2462 and speak with Clinical Lead

**Jeanette Lee**

Director, Human Resources