

HR BULLETIN

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THIS ISSUE

- Menno Hospital
- Introducing GoldCare
 Employee Portal

Menno Hospital Phasing out Paper Leave Request Forms

In early October 2022 Menno Hospital Team Members were set up on the GoldCare Employee Portal. This online portal allows staff to see their schedules, review their sick &

vacation accruals and submit Leave requests.

You were be given a Basic User training tool on how to use the Employee Portal and an online video will walk you through the steps (located on the Staff website).

Please start using this tool right away for submitting LOA requests and any other time off requests. The paper forms will be phased out on November 15, 2022.

Thank you.

Jeanette Lee

Director, Human Resources Menno Place