

MEMORANDUM

Date: November 3, 2020

File: 9300-40

CLIFF: 1061554

To: All Provincially Scheduled PCD Employees in Vancouver Coastal and Fraser Districts who contact Pearl

Re: Book-offs: Procedural Change

There has never been a more important time to ensure that we support the welfare and wellbeing of our employees and provide opportunities for them to connect with their supervisors when they are unable to come to work.

Currently employee book-off occurrences, for a range of reasons, are higher than normal in the Coastal and Fraser areas. As a responsible employer, it is important that BCEHS ensures that employees who cannot attend work are also getting the support they may need.

Starting November 5, 2020 all centrally scheduled staff who work in the Vancouver Coastal and Fraser Districts and call Pearl, will be redirected from scheduling to their supervisor when booking off. Supervisors are well placed to offer a range of supports to employees if needed. Connecting with a supervisor, as outlined in the Work Allocation Guidelines (WAG), will also allow for the prompt submission of associated paperwork and better support our overall system in backfilling shifts faster.

It is important to note that all employees are entitled to their confidentiality and no one should feel obligated to disclose more information than necessary to their supervisor to facilitate the book off and provide any support needed.

If you have any questions about this change in process, please contact your unit chief.

Sincerely,

Original signed by

Lucas Hawkes-Frost
Director, Patient Care Delivery
Vancouver Coastal Districts

Original signed by

James Towle
I/Director, Patient Care Delivery
Fraser Districts