

Date: March 16, 2020

To: Zone Operational Leaders

From: Chief Zone Officers:
Katherine Chubbs, South Zone
Lori Anderson, Calgary Zone
Janice Stewart, Central Zone
Greg Cummings, North Zone
Isabel Henderson Edmonton Zone

RE: COVID-19 Overtime Guidelines

In keeping with the [Overtime Guideline](#) communicated in January 2020, we are invoking a provision in those guidelines related to rare or emergent situations.

During the COVID-19 response, and until otherwise advised, overtime approval will be made at the unit/work area level by the in-charge individual to ensure there are no delays in patient care. We ask that all teams maintain documentation of overtime during this period and submit to the First Level Approver once we revert to regular process.

Please consult with your regular HRBP representatives or your immediate manager if you have questions.