

**To:** All Staff  
**From:** Maura McKinnon, Chief Human Resource Officer  
**Date:** March 18, 2020  
**Re:** **Bulletin #4f - COVID-19 - Vacation Leave and Annual Scheduling**

We again want to express our thanks for the continued and extraordinary efforts and professionalism displayed by our employees and health care professionals as Horizon responds to the COVID-19 situation.

We recognize that over the coming days and weeks, staffing levels in Horizon could be significantly negatively impacted. We are quickly getting to an “all hands on deck” situation and we will need to make the best use of every one of our valued and skilled employees.

Therefore, the annual vacation request periods for all bargaining and non-bargaining employees that were due to begin in April will be postponed. We will re-evaluate when to hold vacation requests on or before April 30, 2020.

Horizon is also relaxing its requirements around vacation carryover. Any vacation time in employee banks will be automatically carried over to next year.

Many of you have already had vacation pre-approved by your manager. For those of you with vacation booked between today and April 30, 2020, we have an important request: **We would like you to consider cancelling your vacation.** We are in an unprecedented situation and we need your help.

Thank you for your consideration to our request as we continue to work diligently to provide quality and safe care to New Brunswickers.