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Vacation Requests

During Horizon's response to the COVID-19 pandemic event, we have had to review our policies originally developed for more "business as usual" circumstances. We also had to discuss with our unions which collective agreement articles would need to be relaxed.

As a result, we have adapted the application of certain policies and processes to provide flexibility and support to employees and the organization.

Vacation is intended to provide periods of rest from work. As a norm, Horizon encourages its employees to take vacation time every year. Timely and regular use of vacation promotes work-life balance and is beneficial to our well-being, stress and overall health.

As normal practice, managers approve vacation requests submitted via the annual process based on seniority and operational requirements. Horizon, working with its unions,

opted to delay the April vacation process to allow employees and managers to focus on the initial pandemic response.

We know, however, that vacation time is crucial to our employees and knowledge of when time off can be provided is in and of itself valuable to our mental health and well-being. Given how hard our staff have been working, time off this year is even more important than it has been in past years.

In consultation with our partners, Horizon will be asking employees to provide their vacation requests, in accordance with the standard annual vacation request process, to their managers between May 1 and June 15, 2020 for members of New Brunswick Union – Specialized Health Care Professionals, between May 1 and May 30 for members of New Brunswick Union – Medical Science Professionals, and between May 1 and May 31, 2020 for members of the New Brunswick Nurses Union and Canadian Union of Public Employees Local 1252. Managers will then have until June 30, 2020 to review and post the vacation calendar for 2020-2021.

Bulletin #35: COVID-19

May 4, 2020

Non-bargaining will submit their vacation requests for 2020-2021 in accordance with their unit/department's normal practices.

Also, please note that scheduled vacations for May and June will be honoured where operational requirements permit. Vacations cancelled, or denied, during the 2019-2020 vacation year due to the COVID-19 pandemic will be automatically carried over to the 2020-2021 vacation year. For greater clarity, such employees will not be required to request permission to carry over such vacation entitlement.

We are hopeful that our continued efforts to "flatten the curve" will have a positive outcome and that we could see some relief in the summer months. However, it is important to realize that Horizon may not be able to grant time off while the state of emergency and/or while elevated COVID-19 response efforts persist.

These potential impacts will be communicated to employees before the finalized vacation calendar is posted and those who have selected dates that could potentially be impacted will be given an opportunity to re-select.

Special Open Enrolment Period Delayed

This information is distributed on behalf of the Standing Committee on Insured benefits (SCIB) of the Government of New Brunswick.



The special open enrolment opportunity to add or change Dependent Life insurance coverage that is typically available from May 1 to 31 has been postponed this year.

Due to the impacts of COVID-19 on our workforce, with many employees not having access to the workplace, regular communications or are working in alternative locations, the special enrolment opportunity will be postponed to a later date in 2020 when it is more easily accessible for all to apply.

When new dates are available, you will be notified in advance of the enrolment opportunity and a newsletter will be provided directly to employees describing the period in more detail.

In the meantime, if there has been a qualifying life changing event you can add or change insurance coverage within 31 days of the event.

There is no longer a special enrolment period to add or change Optional Life (formerly Supplementary Life) coverage. These requests that occur outside of a qualifying life changing event can be submitted at any time throughout the year as a late applicant with medical questions asked.

The change of dates for the special open enrolment period affects Dependent Life coverage only.

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[NBPSPP Pension Newsletter](#)

This message is being distributed on behalf of the Board of Trustees of the New Brunswick Public Service Pension Plan.

The Spring 2020 edition of the NBPSPP Pension Newsletter – Active Edition* is now available at vestcor.org/nbpspp under *Latest Information*.

You will also find a message from your Board of Trustees relating to your plan and the impact of COVID-19.

Want to know more? You can always access older issues of the newsletter at vestcor.org/nbpspp under *Communications*.

[CBE Pension Newsletter](#)

This email is being distributed on behalf of the Board of Trustees of the Shared Risk Plan for Certain Bargaining Employees of New Brunswick Hospitals.

The Spring 2020 edition of CBE Pension Newsletter is now available at vestcor.org/cbe under *Latest Information*.

You will also find a message from your Board of Trustees relating to your plan and the impact of COVID 19.

Want to know more? You can always access older issues of the newsletter at vestcor.org/cbe under *Communications*.

[GNB Updates](#)

Public Health reported no new cases of COVID-19 on May 1.

Two more people have recovered from COVID-19 and the number of active cases is two. The number of confirmed cases in New Brunswick remains at 118, with 116 people having recovered. None of the active cases are in hospital.

Dr. Jennifer Russell, chief medical officer of health, reminded New Brunswickers to keep extended contact to two households only. She said a “two-household bubble” will safely allow greater contact among people, but only if direct contact is strictly limited between the two groups.

Nearing two weeks of no new cases

New Brunswick has gone 13 consecutive days without a new case of COVID-19.

“Some may think we no longer have to worry about the virus,” said Higgs. “We are still vulnerable. We are surrounded by COVID-19 and, though we are doing our best to keep New Brunswickers safe, we are still at risk.”

Russell emphasized the continued importance of testing for the virus and urged those experiencing symptoms to call 811 and follow directions given by Public Health.