

To: All staff and physicians
From: Maura McKinnon, Chief Human Resource Officer
Date: Dec. 4, 2020
Re: **HR Update**

Posting Centre - Holiday 2020 important dates

Posting time frames: All jobs that are published to the website on the following dates will remain posted for **14 days**:

- Dec. 17
- Dec. 21
- Dec. 24
- Dec. 28

Clerical testing: The following adjustments will be made for the sending and due dates of clerical testing links during the holidays.

| Posting removed from web | Clerical links sent | Testing to be completed by midnight on |
|--------------------------|---------------------|--|
| Dec. 21 | Dec. 21 | Dec. 31 |
| Dec. 24 | Dec. 29 | Jan. 5 |
| Dec. 28 | Dec. 29 | Jan. 5 |
| Dec. 31 | Dec. 31 | Jan. 5 |

For any questions, please reach out to PostingClerk@HorizonNB.ca.

Please post this communication for those without access to email.