

WELCOME TO WHITBY!

WHAT YOU NEED TO KNOW:



905-576-8711



FOOD SERVICES

Grab and Go locations open
Mon-Fri 8:00am-3:00pm
First Floor right of main entrance



PARKING

Use your badge to park outside in
lot C & D. For inquiries email:
lh@reefparking.com



BADGE

Obtain your Badge at the Oshawa
Hospital, Take G Wing Elevators to
Level B2, Open Mon-Fri 9:00-3:00pm
excluding holidays.

*Don't forget a copy of offer letter



THE WAVE

Visit the WAVE (Intranet) when on
site to locate our policies &
procedures and much more!

HUMAN RESOURCES

LOCATION: OSHAWA HOSPITAL

EWING - MCLAUGHLIN HALL

HOURS: MONDAY-FRIDAY

8:00AM-4:00PM

CONTACT: ASKHR@LH.CA

905-576-8711 EXT 34655

OCC HEALTH & SAFETY

LOCATION: OSHAWA HOSPITAL

BASEMENT LEVEL 1

HOURS: MONDAY- FRIDAY

8:00AM-4:00PM

CONTACT: OHNURSES@LH.CA

905-576-8711 EXT 33710

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Guidance Resources is a free, confidential,
voluntary counselling/referral service available
24/7/ 365, to employees & their family members
(within your household).

Call: 1-855-824-9752

www.guidanceresources.com

WEB ID: EAP4LH

ACCESSING YOUR EMAIL

INTERNAL ACCESS:

Use the office web app on any LH desktop to
access your email! Access provided by your hiring
leader your first week.



EXTERNAL ACCESS:

Visit the website

[https://www.lakeridgehealth.on.ca/en/aboutus/forstaff.
asp#Staff-Resources](https://www.lakeridgehealth.on.ca/en/aboutus/forstaff.asp#Staff-Resources) and select 'Staff Login'

Photo ID/Badge Details

New to Lakeridge Health (all sites)– Obtain your Badge:

A new staff member joining Lakeridge Health must pre-schedule an [appointment](#) and attend the Photo ID Office at Lakeridge Health Oshawa (LHO) to obtain your physical Photo ID card along with the appropriate access credentials.

- The Security Office at the Oshawa Hospital, 1 Hospital Court
- Enter at the main entrance on Hospital Court and follow the signs to G-Wing. Take the G-Elevator down to B2 or Basement Level 2 – and follow the signs.
- **You will need to provide your offer letter in order to obtain your ID badge (a screenshot of the first page or hardcopy).**
- Hours: Monday- Friday, 9:00am-3:30pm. Schedule [appointment](#)



Alternate option:

Newly hired staff have the option of providing a photograph to photoid@lh.ca prior to commencing work. Any supplied Photo image must comply with the following parameters:

- Show a full front view of your head and shoulders.
- Use a plain, contrasting background (preferably white) without shadows.
- Do not wear a hat or sunglasses. Your eyes should be clearly visible.
- The photo must be original and be taken within the last 12 months.
- No “selfies” or use of enhancing image filters
- File must be provided in a .JPG format clearly labelled as “first and last name.jpg”
- Colour photo only

For any questions or concerns contact photoid@lh.ca



Impark/REEF Parking

If you wish to enroll for monthly parking you may obtain a parking access on Lakeridge Health ID Badge through Impark. Initially you will be required to pay fees for your first month of service. All subsequent fees are then set up through monthly payroll deductions. If you enroll for parking mid-month, your first month will be pro-rated for the remainder of that month. You will need to have the following items and information with you in order to obtain your parking access:

- Your Lakeridge Health picture ID Badge
- Your payment for the first month of parking
- Your license plate number and the make and model of your car
- The parking ticket you received when entering the parking garage (if applicable)

Parking Rates (monthly)

| Site | Employment Status | Rate |
|---|-------------------|------|
| Ajax Pickering Hospital | Full time staff | \$50 |
| | Part time staff | \$35 |
| Oshawa Hospital | Full time staff | \$50 |
| | Part time staff | \$35 |
| Champlain Office, Bowmanville, Port Perry, and Whitby Hospitals | Full time staff | \$35 |
| Bowmanville, Port Perry, and Whitby Hospitals | Part time staff | \$30 |

Parking Offices

Oshawa

Located on the street level of the North parking garage on Hospital Court

Hours: Monday to Friday 8:00 am to 10:00 pm
Weekend and Holidays 10:00 am to 06:00 pm

Contact: 905-576-8711 ext. 33707

Bowmanville

Located on the main level of the Hospital next to volunteerdesk



Lakeridge
Health

Hours: Monday, Wed, Thursday 8:30 am to 4:30 pm
Friday 1pm to 4:30 pm
Contact: 905-576-8711 ext. 21256

Port Perry/Whitby

Unfortunately, Impark does not have office space at these sites. The Assistant Manager is able to meet staff at Port Perry provided arrangements are made in advance

Hours: Tuesday, Friday 8:30am to 12pm Port Perry
Tuesday 1pm to 4:30pm Whitby
Contact: 905-576-8711 ext. 21256

Ajax

Located on the main level of the Hospital in West Entrance

Hours: Monday to Friday 8:00am to 8:00pm
Holidays 10:00 am to 6:00pm
Contact: 905-683-2320 ext. 15184

Please note that the Impark Parking Office at the Lakeridge Health Oshawa site has the ability to assist staff with parking enrollment regardless of your home site. Only Cash or Cheque is accepted if your home site is not Oshawa.

In order to cancel parking services please visit the Parking Office **before** the end of the month to avoid additional monthly charges.



**Lakeridge
Health**

To: All Lakeridge Health Team

From: Gordon Shantz
Manager, Employee and Labour Relations

Date: September 8, 2023

Re: **Paid Holidays 2024**

HOLIDAY

PREMIUM PAY DATE

| | |
|------------------|------------------------------|
| New Year's Day | Monday, January 1, 2024 |
| Family Day | Monday, February 19, 2024 |
| Good Friday | Friday, March 29, 2024 |
| Easter Monday | Monday, April 1, 2024 |
| Victoria Day | Monday, May 20, 2024 |
| Canada Day | Monday, July 1, 2024 |
| Civic Holiday | Monday, August 5, 2024 |
| Labour Day | Monday, September 2, 2024 |
| Thanksgiving Day | Monday, October 14, 2024 |
| Remembrance Day | Monday, November 11, 2024 |
| Christmas Day | Wednesday, December 25, 2024 |
| Boxing Day | Thursday, December 26, 2024 |
| New Year's Day | Wednesday, January 1, 2025 |

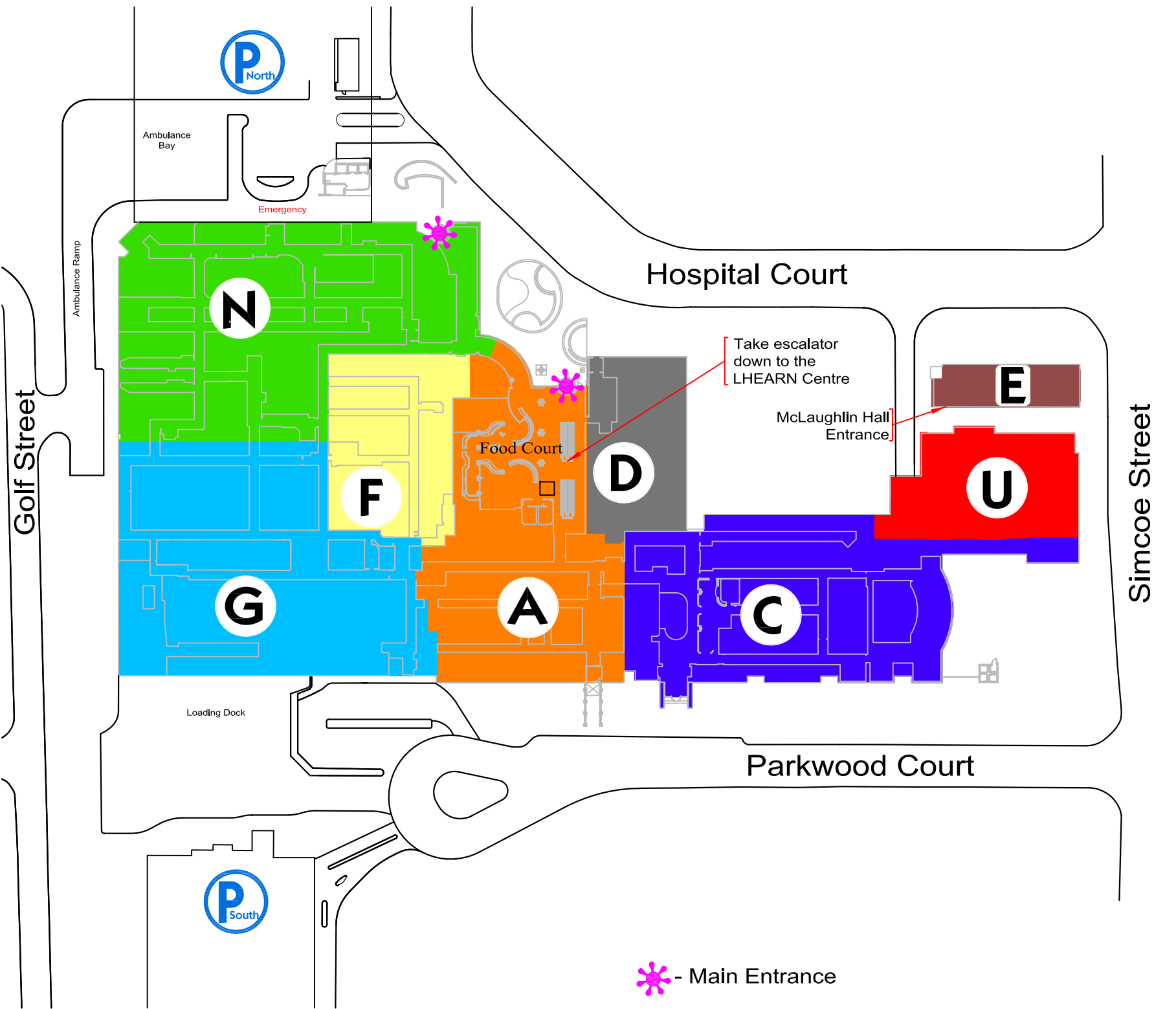


Lakeridge Health

PAYROLL SCHEDULE 2024


Those pays marked with **** please be sure to make adjustments to your deadlines. Pay has to be processed early due to Statutory Holidays.

| PAY ENDINGS | TIMECARDS SIGNED | PAY DAY |
|----------------------------------|--------------------------------------|--------------------------|
| January 2, 2024 | January 3, 2024 | January 10, 2024 |
| January 16, 2024 | January 17, 2024 | January 24, 2024 |
| January 30, 2024 | January 31, 2024 | February 7, 2024 |
| February 13, 2024 | ***** February 13, 2024 ***** | February 21, 2024 |
| February 27, 2024 | February 28, 2024 | March 6, 2024 |
| March 12, 2024 | March 13, 2024 | March 20, 2024 |
| March 26, 2024 | ***** March 25, 2024 ***** | April 3, 2024 |
| April 9, 2024 | April 10, 2024 | April 17, 2024 |
| April 23, 2024 | April 24, 2024 | May 1, 2024 |
| May 7, 2024 | May 8, 2024 | May 15, 2024 |
| May 21, 2024 | May 22, 2024 | May 29, 2024 |
| June 4, 2024 | June 5, 2024 | June 12, 2024 |
| June 18, 2024 | June 19, 2024 | June 26, 2024 |
| July 2, 2024 | July 3, 2024 | July 10, 2024 |
| July 16, 2024 | July 17, 2024 | July 24, 2024 |
| July 30, 2024 | ***** July 30, 2024 ***** | August 7, 2024 |
| August 13, 2024 | August 14, 2024 | August 21, 2024 |
| August 27, 2024 | ***** August 27, 2024 ***** | September 4, 2024 |
| September 10, 2024 | September 11, 2024 | September 18, 2024 |
| September 24, 2024 | September 25, 2024 | October 2, 2024 |
| October 8, 2024 | ***** October 8, 2024 ***** | October 16, 2024 |
| October 22, 2024 | October 23, 2024 | October 30, 2024 |
| November 5, 2024 | ***** November 5, 2024 ***** | November 13, 2024 |
| November 19, 2024 | November 20, 2024 | November 27, 2024 |
| December 3, 2024 | December 4, 2024 | December 11, 2024 |
| December 17, 2024 | ***** December 17, 2024 ***** | December 24, 2024 |
| December 31, 2024 | ***** December 31, 2024 ***** | January 8, 2025 |
| First Pay Ending for 2025 | | |
| January 14, 2025 | January 15, 2025 | January 22, 2025 |



Take escalator down to the LHEARN Centre

McLaughlin Hall Entrance

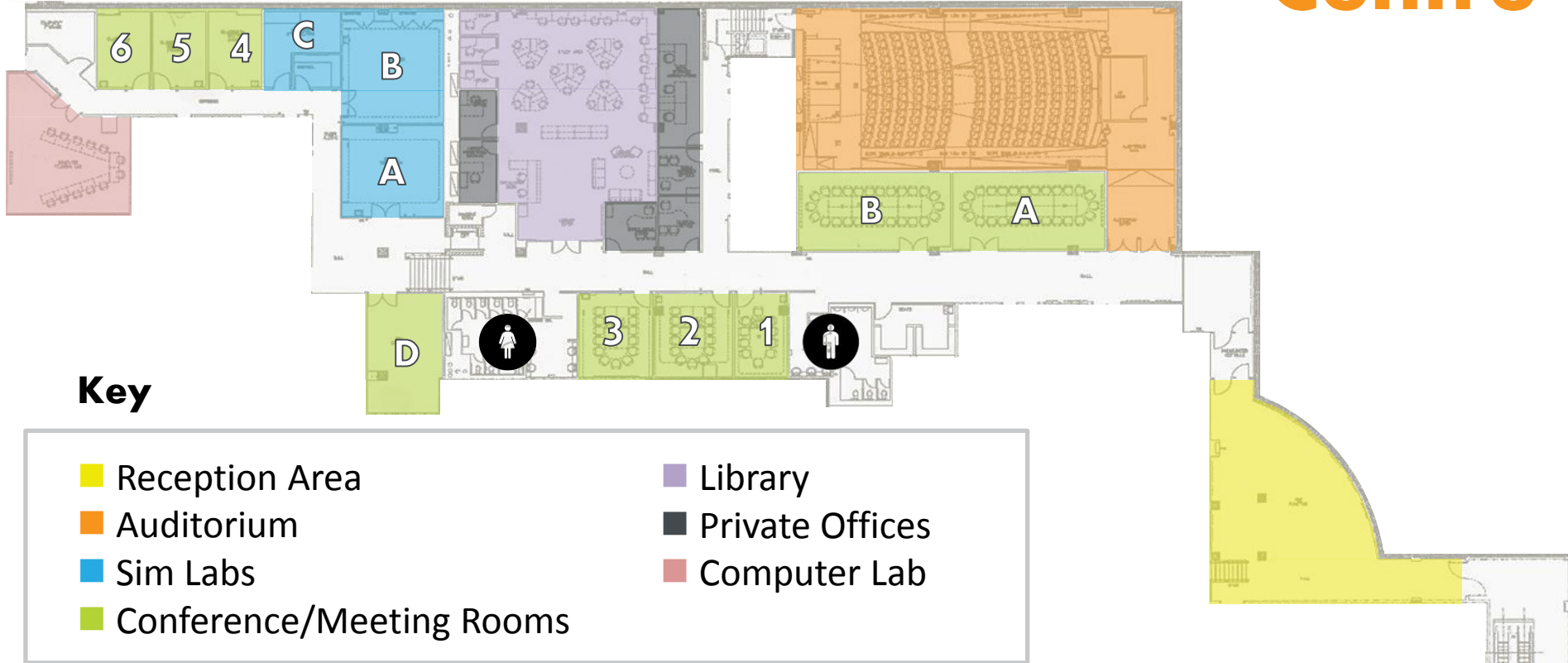
 - Main Entrance



Lakeridge
Health

Education
and Research
Network

LHEARN Centre



Employment Standards in Ontario

The Employment Standards Act, 2000 (ESA) sets minimum standards for most workplaces in Ontario. Special rules and exemptions apply to certain employees.

What you need to know

Employers are prohibited from penalizing employees in any way for exercising **ESA** rights.

Hours of Work and Eating Periods: There are daily and weekly limits on hours of work. Employees may work more if certain conditions are met. Employees must not work more than 5 consecutive hours without a 30-minute meal break. Learn more at Ontario.ca/hoursofwork.

Overtime Pay: Overtime is payable after 44 hours of work in a week for most jobs. The overtime rate must be at least 1½ times the regular rate of pay.

Minimum Wage: Most employees are entitled to be paid at least the minimum wage. For current rates visit Ontario.ca/minimumwage.

Payday: Employees must be paid on a regular payday and receive a wage statement.

Vacation Time and Pay: Most employees earn at least 2 weeks of vacation time after every 12 months. They must be paid at least 4% of the total wages they earned as vacation pay.

Public Holidays: Ontario has 9 public holidays each year. Most employees are entitled to take these days off work and be paid public holiday pay.

Leaves of Absence: There are a number of job-protected unpaid leaves of absence including pregnancy, parental, family caregiver, and personal emergency leave.

Termination Notice and Pay: In most cases, employers must give advance written notice when terminating employment and/or termination pay instead of notice. Learn more at Ontario.ca/terminationofemployment.

Other ESA Rights and Special Rules: There are other rights as well as special rules not listed on this poster including rights to severance pay and special rules for assignment employees of temporary help agencies.

Contact the Ministry of Labour for more information

Call us at 416-326-7160, 1-800-531-5551, TTY 1-866-567-8893, or visit our website at Ontario.ca/employmentstandards. Information is available in multiple languages.

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