

**Unanticipated Absences (e.g., illness, family emergency):** Refer to the following procedure for calling in sick or reporting other unexpected absences.

**Anticipated Absences:** For **medical appointments** or **bereavement leave**, please connect with your manager **during business hours**.

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## Procedure

As per the MNU Collective Agreement, PTNT nurses must notify the employer of any missed shift due to:

- Illness
- Family illness
- Bereavement
- Other personal reasons

### Notification timelines:

- **Day shift:** Call must be received at least **1 hour** before the shift starts.
- **Evening shift:** Call must be received at least **3 hours** before the shift starts.
- **Night shift:** Call must be received at least **3 hours** before the shift starts.

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## Call-In Process- PTNT Nurse Must complete **all steps**:

1. **Call the Provincial Travel Team Office Switchboard**
  - **Phone:** 204-787-4488
  - **Toll-Free:** 1-877-525-5517
2. **Leave a voicemail with the following details:**
  - Please **spell out** your first and last name
  - Indicate your position within the program
  - Site facility and specific unit
  - Scheduled shift date and time
  - Reason for absence (for accurate ESP coding)

*Example: "I am Jane Smith (J-A-N-E, S-M-I-T-H) – Provincial Travel Nurse scheduled to work Brandon Emergency Department on Sept 22/24 - a N12 shift- 1930-0745. I will be absent due to illness and I will notify the site".*

3. **Notify the applicable operational site/team** of the absence (as per MNU notification timelines listed above). Please see **Region/Site Specific information** in Table listed below:
4. **Accommodation Cancellation:** If accommodations were booked for your scheduled shifts, follow the region-specific instructions below to cancel your reservation.

<b>NRHA</b>	Upon notification of Absence NRHA staff will cancel reservations and flights if applicable
<b>IERHA</b>	PTNT Nurse is responsible for notifying the booked accommodation site of absence
<b>PMH</b>	Notify the applicable scheduling zone; they will cancel the reservation.
<b>SHSS</b>	PTNT Nurse is responsible for notifying the booked accommodation site of absence
<b>WRHA</b>	Updates to follow

## Region/Site-Specific Contact Information

### Northern Regional Health Authority (NRHA)

Facility/ Site	Phone Number
<b>ALL Sites</b> -Switchboard Intake	Toll Free: 1-844-306-0040 [Staff are in office until 5 pm on business days. After hours, please leave a voicemail]

### Interlake Eastern Regional Health Authority (IERHA)

Facility/Site	Phone Number
Arborg PCH	204-376-5226 ext 1
Arborg Emergency- Medicine	204-376-5247 ext 1
Ashern Emergency-Medicine	204-768-2461
Ashern Dialysis	204-785-7823 [Leave message]
Ashern PCH	204-768-5216
Beausejour Emergency-Medicine	204-268-7442 [Indicate for Emergency-Medicine]
Beausejour Endoscopy	204-268-7442 [Indicate for Endoscopy]
Berens River Dialysis	204-785-7823 [Leave message]
East Gate Lodge PCH	<b>Crocus:</b> 204-268-7409 <b>Shamrock:</b> 204-268-7410 <b>Rose:</b> 204-268-7411
Eriksdale PCH	204-739-4416
Eriksdale Acute	204-739-2611
Fisher Branch PCH	204-372-7310
Gimli Cancer Care	204-642-4523
Gimli Emergency- Medicine	204-642-4523
Gimli Dialysis	204-785-7823 [Leave message]

Goodwin Lodge PCH	204-886-2108
Hodgson Dialysis	204-785-7823 [Leave message]
Lac Du Bonnet PCH	204-345-1222
Lundar PCH	204-762-5663
Pinawa Emergency-Medicine	204-753-3143
Pinawa Cancer Care	204-785-7823 [Leave message]
Pine Falls Emergency-Medicine	204-367-4441
Pine Falls Dialysis	204-785-7823 [Leave message]
Pine Falls Sunnywood PCH	204-367-8201
Rosewood Lodge Stonewall	204-467-3367 <b>OR</b> 204-467-3370
Selkirk Cancer Care	204-785-7823 [Leave message]
Selkirk Emergency	204-785-7419
Selkirk Dialysis	204-785-7823 [Leave message]
Selkirk Medicine 1 + 2	204-785-7414
Selkirk Medicine 3 + 4	204-785-7420
Selkirk Obstetrics	204-785-7402 <b>OR</b> 204-785-7823
Selkirk Outpatient Clinic	204-785-7823 [Leave message]
Stonewall Emergency-Medicine	204-467-3387
Teulon Acute/ TCU	204-886-2433 ext 1
Whitemouth PCH	204-348-4602

### Prairie Mountain Health (PMH)

Facility/ Site	Phone Number
<b>Blue Zone:</b> Benito Health Centre/PCH Birtle Health Centre/PCH Dauphin Regional Health Centre Dauphin- Parkland Mental Health Dauphin PCH Elkhorn PCH Gilbert Plains PCH Grandview Acute/PCH Melita District Health Reston District Health Roblin Health Center/PCH Rosburn PCH Russel Acute/Chemo/Dialysis Russel PCH Sherwood PCH St. Paul's PCH- Dauphin Swan River Valley PCH Swan Valley Lodge/PCH Swan Valley Health Centre Virden -Westman PCH Virden Acute	Toll Free: 1-855-732-8806 Local: 204-638-2172

<u><b>Green Zone</b></u> Baldur Boissevain Health Centre Bren Del Win Lodge Carberry Acute/PCH Cartwright PCH Deloraine Acute Del Wynda Court PCH Erikson PCH Evergreen Place PCH Glenboro Health Centre/PCH Hamiota Acute/PCH Hartney Health Centre Killarney Acute/PCH McCreary Health Centre Minnedosa Hospital/PCH Neepawa Health Centre/PCH Rivers Rehab and Rivers PCH Sandy Lake PCH Shoal Lake Souris Hospital/PCH Treherene Acute/PCH Wawanesa PCH Westview Lodge PCH	Toll Free: 1-866-577-0204  Local: 204-578-2781
<b>Brandon Regional Health Center</b> (all units)	Local: 204-578-2020
<b>Brandon- Geriatric Psych Unit</b>	204-578-4560
<b>Ste. Rose General Hospital</b>	Local: 204-447-4301

### Southern Health–Santé Sud (SHSS)

Facility/ Site	Phone Number
Altona	Nursing Desk: 204-324-2378
Bethesda	Staffing: 204-346-5155 ex. 2009 (M-F 0600-1700) Except Weekends and Statutory Holidays.  <b>Weekend/ Stat Holiday:</b> 204-346-5155 <b>Medicine:</b> x2065 <b>Rehab:</b> x2062 <b>Surg/ Obs:</b> x2068 <b>ER:</b> x2204 <b>OR:</b> x2077

Bethesda Place	204-326-6411 ext. 2708
Boundary Trails	204-331-8800
Boyne Lodge Personal Care Home	204-745-6715 If no answer above- leave msg at ext 47210
Carman	204-745-2021
DDHC- DeSalaberry	204-433-7611 ext. 4020
Douglas Campbell	204-239-6006
Eastview Place	204-324-8295 ext. associated with Evergreen Nursing Desk
Emerson	Cynthia Miller 0800-1600 M-F 204-373-2109 Ext 6 Weekend / Stat: Nursing Desk: 204 -373-2340 Ext.1
Gladstone	204-385-2968 ext 1
Lions Prairie Manor	204-857-7864 ext. 2231
Lorne	204-836-2132 ext. 1
MacGregor Health Center	204-685-2850 or 204-685-5700
Morris	Med / Surg: 204-746-7359
Notre Dame	Ed / MED: 204-248-2092 ext 43323  PCH: 204-248-2092 ext 43323
Pembina Manitou	1-204-242-2744 Ext 1
Portage District General Hospital	204-239-2111
Red River Valley Lodge	204-746-2394
Repos Jolys	204-433-7443
Rock Lake Hospital	204-873-2132 ext 1
Ste. Claude Health Centre	204-379-2585 ext. 8 (TCU)
Third Crossing Manor	204-385-2474 ext 1

Vita + District Health PCH and TCU	204-425-3804 (Follow prompts for unit extension)
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**Winnipeg Regional Health Authority (WRHA)**

Facility/ Site	Phone Number
St. Boniface Hospital	204-237-2220 (Staffing office)
Home Care	Central Staffing Office: 204-940-3100
Grace General Hospital	General Staffing: (204) 837-0277
Churchill Health Center	204-675-8300