

WELCOME TO PORT PERRY!

WHAT YOU NEED TO KNOW:

 905-576-8711

1 FOOD SERVICES

Grab and Go locations open Mon-Fri
8:00am-3:00pm First Floor (Right of
main entrance)
Auxiliary Coffee Cart in Hospital Lobby

2 PARKING

Use your badge to park in the
outdoor parking lots. For inquiries
email: lh@reefparking.com

3 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

4 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

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

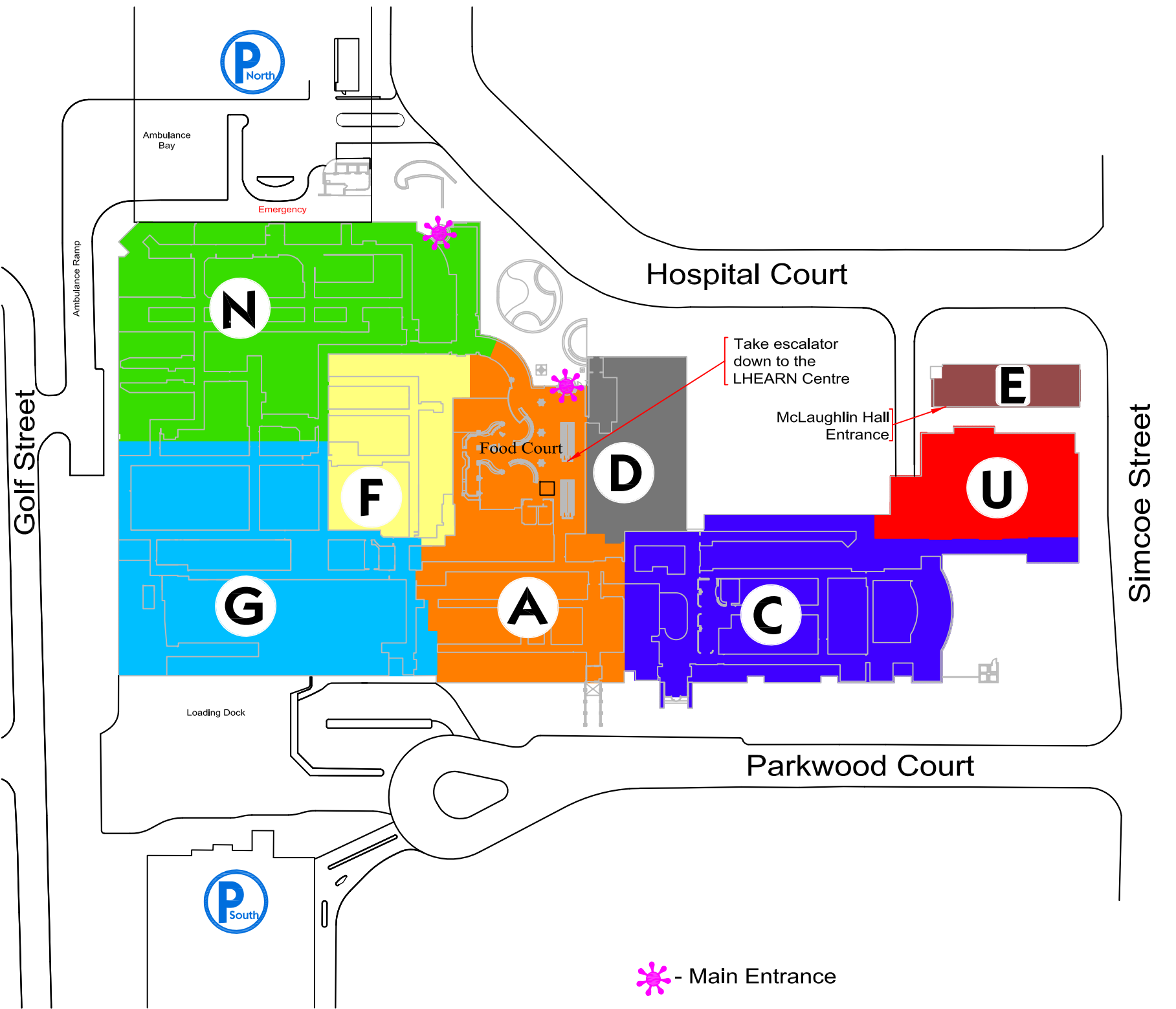



Lakeridge Health

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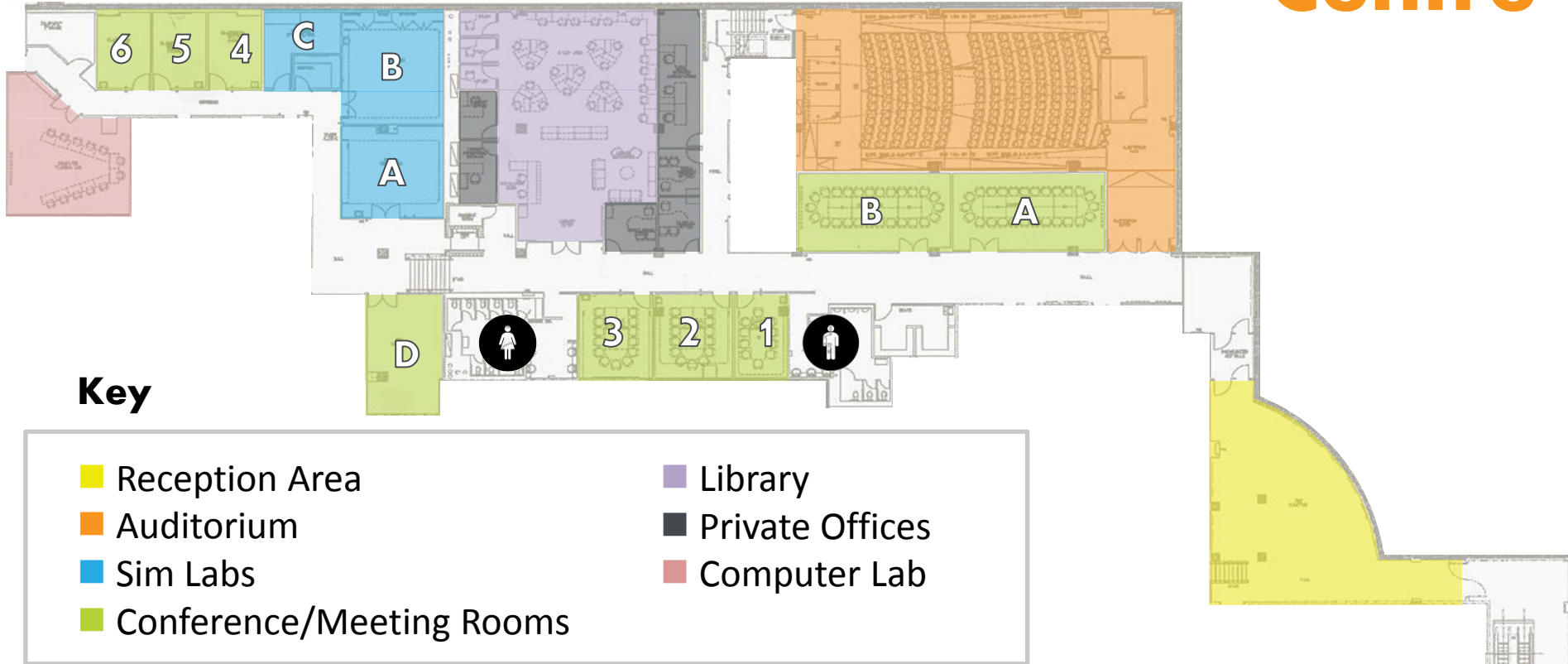
 - Main Entrance



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.

Version 6.0 © Queen's Printer for Ontario, 2015 Printed in Canada
ISBN 978-1-4606-5184-1 (Print) ISBN 978-1-4606-5185-8 (HTML) ISBN 978-1-4606-5186-5 (PDF)