

## Core Lab Meeting Minutes

January 7, 2026

Time 1400

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa(Recorder)	✓	Amelia		Jolina	✓
Amy	✓	Jobelle		Brianne	
Erin		Hanna		Brayden	
David		Uswald	✓	Florence	✓
Isaiah	✓				

- **Hand Hygiene-** I am going to add this as a standing item agenda moving forward. Great job on your first month! Thanks for being team players when it comes to getting our points 😊
- **Payroll-** Payroll is due this Friday by 12 noon. Just wanted to send a reminder as it has been a while since we were doing early pay cut offs.
- **Staffing-** Good news I was approved to bring a locum up in February. Theresa will be coming from Feb 2- March 14<sup>th</sup>!
- **Bulk Leave-** We are approaching that time of year again to start thinking about bulk leave. As a reminder this is when you will put in for your preferred annual leave for the period of April 1<sup>st</sup>, 2026- March 31<sup>st</sup>, 2027. This time **does not** include any Call back or Lieu time earned or mandatory Leave. You must request at least 4 days in a row, but no more than 5 weeks consecutive. If you want weekends included, they must also be part of the request, as well you must account for your Winter bonus days at this time. This is on a seniority-based approval. Bulk leave is due Jan 31<sup>st</sup>, and I have until Feb 14<sup>th</sup> to finalize. After this all-other leave will be on a first come first serve basis and will only be approved if it does not affect operational requirements.  
Annual Leave break down:
  - Less than 2 years- max 16.5 days
  - 2 or more years but less than 7- max 21.5 days
  - 7 or more years but less than 15- max 25 days
  - 15 or more years but less than 20- 30 days (can only take max 25 consecutive days)
  - 20 or more years- 35 days ( can only take max 25 consecutive days)
- **Send outs-** Question from MLA if we prefer they pour off send outs before giving us the tube or if we want to do this once our testing is complete. All stated we wanted to pour off the aliquots ourselves, due to low volumes at times.
- **Blood Bank-** Platelet orders- don't just order when receiving an order as there are specific requirements. PLT count >50 ordering location should be questioned about this, <50 still has some requirements as well. Always remember you can consult with the TM physician if needed.
- **FT Smith-** We have a CXLT starting Friday and is here until July. You may get some questions from him until he gets the process down.