

Subject: Instant HR & Payroll: 12-Month Faculty Annual Leave Year Roll, FRA Reminder, Emerging Leaders Supervisor Series, WeightWatchers at Work
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Instant HR & Payroll

Hockey is over but the World Cup is here! Did you hear the United States, Canada, and Mexico will host the World Cup in 2026?

This Instant HR & Payroll has information specifically for 12-month faculty about their annual leave, a reminder for those with a flexible reimbursement account (FRA), application information for the Emerging Leaders Supervisor Series, and an Employee Well-Being Month highlight!



12-Month Faculty Annual Leave Year Roll

We want to make sure 12-month research, instructional, and administrative/professional faculty are using their annual leave! The 12-month faculty leave year ends **on June 24, 2018**.

This is the last date for all 12-month faculty to use their **annual leave** before the carryover. 12-month faculty may only carry over 25 days (200 hours) of annual leave.

Want to Donate Leave?

- Any annual leave in excess of 25 days can be donated to an employee in need through the leave sharing program
- A Leave Sharing Donor Form can be found [on the HR & Payroll website](#)
- Please note, sick leave cannot be donated

If you have any questions, please contact payroll at 3-2751 or payroll@gmu.edu

[Learn More](#)



Flexible Reimbursement Account (FRA)

Quick reminder, if you have a dependent care or medical Flexible

Reimbursement Account (FRA), in order to be reimbursed for plan year 2017-2018, you must incur your eligible expenses by **June 30, 2018**. Also, please note, claims need to be submitted before **September 30, 2018**.

Additionally, the new fiscal year may impact your net paycheck due to increases in health insurance premiums and any open enrollment changes you made.



Apply to Emerging Leaders Supervisor Series

Apply for the next cohort of the Emerging Leaders Supervisor Series!

The series begins in September 2018 and runs until November 2019. In addition to the curriculum, participants will:

- Work with assigned workplace coaches to set goals related to their growth as a leader
- Complete a developmental project
- Work with peers across the university to learn more about the institution and to build a network of fellow supervisors

Find application materials and a program schedule at <http://hr.gmu.edu/learning/supervisor.php>. **The application deadline is Friday, July 13, at 5 p.m.** *Applicants must be Mason faculty or classified staff, and must supervise at least one employee who is faculty or classified staff.*

Please contact Robyn Madar, Program Manager/Trainer, at rmadar@gmu.edu with questions.

[Learn More](#)



WeightWatchers at Work

June is Employee Well-Being Month and here is another opportunity to enhance your well-being!

If you or one of your colleagues are interested, WeightWatchers at Work meetings are held **every Friday at 11:30 a.m. in Merten Hall 2500**.

Courtesy of the Commonwealth of Virginia and WeightWatchers, eligible faculty and staff receive special pricing and a **50% reimbursement opportunity** on valuable and convenient weight-loss solutions.

For more information on how to join WeightWatchers at Work meetings, visit <http://hr.gmu.edu/learning/weightwatchers.php> or email hrlearn@gmu.edu.

Learn More

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