

**Subject:** Instant HR/Payroll: Health & Flex Open Enrollment Ends May 22, Social Security Webinar, 12-Month Leave Year Roll Over in June, Summer Flex, Compressed Schedules & the Holidays, C'mon Let's Go Outside, and Two Terrific Opportunities

**Date:** Friday, May 15, 2015 at 5:33:10 PM Eastern Daylight Time

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### **Health and Flex Open Enrollment Ends Friday, May 22**

Please remind your faculty and staff that Health and Flex Open Enrollment ends next Friday, May 22. Changes go into effect on July 1. Remember, you must re-enroll in the dependent or medical flexible reimbursement accounts (FRAs) each year. They do not automatically continue.

### **Hot Off the Press: Social Security Webinar**

We just learned that Fidelity Investments is offering a webinar next week on Social Security. Social Security is an element of almost everyone's retirement planning in the U.S. This webinar will help you:

- Understand the importance of Social Security in your savings plan
- Take the steps you need to maximize your claim strategy
- Plan for your retirement income

Fidelity is offering two different times; register for the one that works best for you:

- Tuesday, May 19 at 1:00pm - [Register here](#) for Tuesday's session
- Thursday, May 21 at 1:00pm - [Register here](#) for Thursday's session

Remember, you can receive an individual retirement counseling session with all of Mason's retirement vendors – on campus or in the community. For details, please visit the [Individual Counseling Sessions webpage](#).

Two other helpful Mason sites for financial well-being:

[Retirement Planning Resources](#)

[Financial Well-Being Portal](#)

### **12-Month Faculty Annual Leave Year Roll Over Coming Up**

A reminder that the 12-month faculty leave year ends each year on June 24th. This is the last date for all faculty to use their Annual Leave before the carry over. 12-month faculty may only carry over 21 days (168 hours) of annual leave. Any Annual Leave in excess of 21 days can be donated to an employee in need through the leave sharing program (Please note: sick leave cannot be donated). A [Leave Sharing Donor Form](#) can be found on the HR & Payroll website [forms page](#). The 12-month faculty annual leave information is available in [Policy 2205](#) and the [Types of Leave chart](#). If you have any questions, please call Payroll at 3.2751.

### **Summer Flex 2015**

Summer Flex 2015 runs from May 18 - August 14. Flexible work options can have a positive impact on productivity and morale. They can also be a terrific management tool for continuity of operations. Summer can be a great time to get your agreements and technology in place and test everything out. Get started at <http://flexwork.gmu.edu>.

### **Compressed Schedules and the Holidays**

If your faculty and staff are utilizing the compressed schedule flexible work option they may wonder how to handle the upcoming summer holidays (Memorial Day, 4th of July, and Labor Day). With supervisor

approval, they can go off their compressed schedule for the week, work 8 hours each day, and take the 8 hours of holiday leave. (Please note: These examples are based upon a full-time schedule; it would be pro-rated for part-time).

If they choose to stay on their compressed schedule and the holiday falls on a day when they would normally not work, when they complete their timesheet, enter 8 hours under comp time earned. They then have 8 hours of comp time that can be used, with supervisor approval, anytime during the 12 months after the holiday.

If the holiday falls on a day when they would normally work, please remember that they receive 8 hours of holiday pay for the holiday. If they are on a 9 hour or 10 hour compressed daily schedule, they do have to account for the full amount of their work day on the holiday by working during that week or taking leave. If you or your faculty and staff have any questions, please call the Customer Service Center at 3.2600 and ask to speak to a member of the work/life team.

### **Get Up and Get Outside!**

Eating at your desk day after day? Research suggests "staying inside, in the same location, is really detrimental to creative thinking," says management professor Kimberly Elsbach from the University of California, Davis Graduate School of Management. However, "creativity and innovation happen when people change their environment, and especially when they expose themselves to a nature-like environment". So why not get outside and try out one of the many "[recharge spaces](#)" on campus or join a Who's Walking Wednesday campus walk in [Fairfax](#), [Arlington](#) or [Science and Technology](#). The weather is ripe for some outdoor breaks. See you out there!

### **Two Terrific Opportunities!**

#### **1. 2015 Virginia Young Professional Summit in Loudoun – May 29-30**

The Loudoun Chamber of Commerce, in partnership with Senator Mark Warner, present The Virginia Young Professionals Summit. In its 5<sup>th</sup> year, the Summit "invests in the leadership development of young professionals from across the next generation of leaders to connect, build relationships, and exchange ideas..."

The conference is *free* but registration is required.

For details and to register, please visit [Virginia Young Professionals Summit](#).

#### **2. Global Professional Staff Exchange Program**

The Office of Global Strategies in coordination with the Staff Senate is once again offering the Global Professional Staff Exchange Program. Now in its third year, the Global Professional Staff Exchange Program offers "an international professional development exchange experience for staff that will enhance global awareness, encourage cross-cultural perspectives, and broaden professional expertise through direct in-service experience ..."

Upcoming opportunities include Spain in the fall of 2015 and Mason Korea in the Spring of 2016 (application deadline, June 26, 2015).

For details please visit the [Mason Staff Exchange Program website](#).