

Subject: Instant HR/Payroll: Winter Break Extension Details, Happy Heart Walk, October is National Work and Family Month, Outstanding Achievement Award Nominations, EOM #300, Flu Shot Clinics on site, October Learning Opportunities and More!

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Winter Break Extended by Dr. Cabrera

As a follow up to Dr. Cabrera's exciting message about the extension of Winter Break by 3 days, we wanted to share some of the technical details about the break. As Dr. Cabrera outlined, winter break now begins on Monday, December 21 and runs through Friday, January 1, 2016 (inclusive), with most faculty and staff returning to work on Monday, January 4. This is an additional three days of holiday leave from Mason for salaried faculty and staff to cover the period from Monday, December 21 through Wednesday, December 23.

Please note:

1. Should the Governor decide to grant all state employees any additional time off at winter break, it will be in place of, not in addition to, the leave granted by the University.
2. Non-exempt employees who use the leave between December 21-23 should report it on their timesheets as holiday leave.
3. Part-time salaried employees will receive a pro-rated amount of leave.
4. Those who are scheduled to work during winter break will receive appropriate compensation in accordance with our standard policies and procedures.
5. If you are a designated employee and work during the winter break, you will receive 8 hours (pro-rated for part-time) of compensatory time per day that can be used, with supervisor permission, for up to one year following the date of work (i.e. If you work on Tuesday, December 22, 2015, you can use the compensatory leave through December 22, 2016). Compensatory time earned should be entered along with the regular hours worked on your timesheet.
6. Please note that the extension of winter break will impact timesheet deadlines. Timesheets not submitted by the published deadlines will be processed after we return from winter break.



Happy Heart Walk

The 7th annual Happy Heart Walk is being held on Wednesday, September 30 at noon in Arlington, Fairfax and Science & Technology. Join our walk leaders for this 30-minute fun walk: Lori Scher and Rich Kelsey (Arlington), Beth Cabrera and Brad Edwards (Fairfax) and Carrie McVicker and Ron Carmichael (Science & Technology). At stake are two awards – the Happy Heart Team Award, our little plush anatomically correct heart who goes by the name Valerian (which means strong and healthy). Valerian goes to the target team. Our second award is the Happy Heart of Gold Award.

This traditional trophy goes to the team with the most pizzaz, pluck and zip. Last year's recipient (the first ever) was the College of Health and Human Services who recruited the largest team of adults. Go CHHS! As you may recall, the Team Award went to the Child Development Center who had the largest team overall with parents, teachers, and children. Way to go CDC! Start 'em young on the road to heart health!

Come on out on 9/30 at noon for a little conversation, some fun, and a Happy Heart Walk!

Outstanding Achievement Awards

The deadline is fast approaching so please don't forget to submit your nominations for the [Outstanding Achievement Awards](#) by October 2nd.

We've also recently added [The Civility Star Award](#) and will be accepting nominations for that award through October 14th. If you know someone who is a role model of civility and respect here at Mason, please consider nominating them for this exciting and important new award. If you have any questions, please call Beth Baroody at 3-2739 or email awards@gmu.edu.

Who Will Be #300?

Mason's 300th Employee of the Month will be named in December. Submit your nomination now for your colleague to be in the running for the honor of being #300. Nomination forms can be found at <http://hr.gmu.edu/awards/eotm.php>. Questions? Call Beth Baroody at 3-2739.

October is National Work and Family Month!

National Work & Family Month is about supporting healthy work/life strategies. This month we encourage faculty and staff to explore the variety of family resources available at Mason to help you create and maintain a healthier and more flexible work and family life. Visit the Life/Work Connections page at <http://hr.gmu.edu/worklife> for details.



Winter Wellness Week Flu Shot Clinics

For faculty and staff who are enrolled in COVA Care, COVA HDHP, COVA Health Aware, and Kaiser Permanente, seasonal flu shots are part of your wellness benefit. This year, flu shot clinics will be held in Arlington on October 13 from 2-4pm, at Science & Technology on October 14 from 12:30-3:30pm and in Fairfax on October 15 from 9-2pm. For important details, please visit <http://hr.gmu.edu>.

October Learning Opportunities

October financial and physical well-being education classes are just a click away! This month, on-site classes (videoconferenced to Arlington and Science & Technology) include:

10/5 at noon: Joint Health: You Rest, You Rust with Patrice Winter of the College of Health & Human Services

10/15 at noon: Brain Health as You Age with Christi Clark of Insight Memory Care Center

10/29 at noon: Transitioning from Career to Retirement with Marilyn Huang of TIAA-CREF

11/2 at noon: Preparing Your Savings for Retirement with Jeff Jones of Fidelity Investments

For more information and to register, please visit <http://hr.gmu.edu/learning/hr.php>.

In addition to on-site classes, we hope you'll visit the [financial well-being portal](#) where you can find online sessions and a host of other financial resources to help you round out your personal financial knowledge.

Coming Soon! TIAA-CREF's Financial IQ Challenge 2.0

We are pleased to team up with TIAA-CREF to bring you the newest [What's Your Financial IQ Challenge](#). By testing your financial know-how, you could win a \$25 Amex gift card!

From **October 1, 2015** to **October 31, 2015**, take this educational challenge to have fun and learn important information about financial planning. The What's Your Financial IQ Challenge 2.0 features all new topics and questions to test your financial knowledge. Each day, 5 new questions are added to the Challenge. Every time you play, you are entered for a chance to win a \$25 Amex gift card. The more you play, the better your chances of winning – so sign on every day! (All responses are confidential.)

Whether or not it's your first time playing, **What's Your Financial IQ 2.0** is sure to help you learn something new each time you play! Ready to test your financial savvy?

TAKE WHAT'S YOUR FINANCIAL IQ 2.0

Administrative/Professional Faculty Performance Evaluation Update

We made an adjustment to the Administrative/Professional performance evaluation on Monday, September 21. If you downloaded the evaluation prior to Monday afternoon, please visit http://hr.gmu.edu/forms_standard/workforce/AdminFacultySelfPerformanceEvalCombo.doc to download the updated version. We apologize for any inconvenience.

From Our Colleagues in Parking and Transportation

Mason is a designated Bicycle Friendly University (BFU) at the bronze level. Last month, we reapplied for the designation. As part of the process, we can use your help! Please take 2 minutes to fill out a very short [survey](#) and tell us what you think about biking to and on campus. Your feedback is very important and we would greatly appreciate your help with this portion of the application process. The survey is open until September 30.

Survey Link: https://www.surveymonkey.com/r/BFU_2015_97