Subject: Instant HR & Payroll: Telework Week, Discount at Potomac River Running, Apply for Leadership Legacy Program, Well-Being University Reading Group, Compensatory Leave Reminder, Child Abuse and Neglect Reporting

Date: Friday, February 14, 2020 at 11:53:06 AM Eastern Standard Time

From: Human Resources & Payroll Communication

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Attachments: image001.png, image002.png, image003.png, image004.png, image005.png, image006.png, image007.png, image008.png, image009.png, image010.png, image011.png, image012.png, image013.png, image014.png, PRR Ad.jpg, Copy of WBU Reading Group.pdf, LeadershipLegacyFlyer.jpg

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Have you ever wanted to try teleworking? Now’s the time! Over the university’s spring break from March 9 – 13, 2020, Mason is celebrating **Telework Week**.

If you want to participate, fill out a [Flexible Work Agreement](mailto:worklife@gmu.edu) and submit it to your supervisor for approval. When filling out the form:

- Choose your begin date (03-9-2020) and your end date (03-13-2020)
- Check the box next to “Telework/Telework Week/Summer Telework”
- Fill out the Employee Work Schedule section with the day(s) you will be teleworking
- Indicate in the comments box that you are submitting an agreement for Telework Week 2020

Please note, those who participate in Telework Week are doing so under the Flexible Work Policy, #2202.

If you have any questions, please contact [worklife@gmu.edu](mailto:worklife@gmu.edu).
Apply to or nominate someone for the Leadership Legacy Program!

The Leadership Legacy Program, a partnership program sponsored by MasonLeads and Human Resources and Payroll, is designed for Mason full-time faculty and staff who are committed to furthering their leadership development.

The program curriculum provides opportunities for experienced faculty and staff to advance their conceptual and experiential understanding of leadership in the context of university settings.

Applications and nominations for the 2020-2021 cohort of the Leadership Legacy Program are due March 5, 2020. To apply, please visit the Leadership Legacy website at: http://leadershiplegacy.gmu.edu.

For more information, view the Leadership Legacy flyer or visit http://leadershiplegacy.gmu.edu.

Have you earned compensatory leave? Make sure you are aware of the compensatory leave limits and expirations:

- Employees are limited to 96 hours of accrued compensatory leave
- Per State Policy 3.10, accrued compensatory leave expires one year from the pay period in which the hours are accrued, regardless of the 96-hour limit
- Compensatory leave may not be used once hours expire or lapse and cannot be paid out upon an employee's change of status

You can review your leave balance by visiting Patriot Web. If you have questions, please
While everyone should be concerned about child abuse and neglect, the law requires certain individuals to report suspected instances.

In 2012, the Virginia General Assembly (SB 239) added, "any person employed by a public or private institution of higher education" to the list of mandated reporters set out in §63.2-1509 of the Code of Virginia.

Mandated reporters, including all Mason employees, are those persons who, in their professional or official capacity, are required to report instances of suspected child abuse and neglect to the local Social Services Department or to the Department of Social Services (DSS) toll-free child abuse and neglect hotline at 1-800-552-7096.

For more information, please visit the Employee Relations website.

This spring, the Well-Being University (WBU) Reading Group is back on Mason's Fairfax campus, and will be offered on the Arlington and SciTech campuses for the first time.

Join Mason facilitators for well-being discussions on The Joy of Movement: How Exercise Helps Us Find Happiness, Hope, Connection, and Courage by Kelly McGonigal. The group will meet from noon to 12:45 p.m. for five consecutive Thursdays: March 19, March 26, April 2, April 9, and April 16.

Register for the reading group at your campus location:
- Arlington
- Fairfax
- SciTech

The Center for the Advancement of Well-Being will provide free books for the first 20 registrants on the Fairfax campus, and the first eight registrants on each of the Arlington and SciTech campuses. After that, we can welcome additional registrants who provide their own books. The first four sessions will include a short movement practice in addition to a discussion; the final session will include a campus walk.
Mason Recreation and Potomac River Running make a great pair!

Now through July 31, 2020 Mason Faculty, Staff and Students will receive 10% off at Potomac River Running locations. For every shoe purchase Potomac River Running will donate $5 towards the Mason Recreation Student Development Fund which supports career readiness. Visit a location listed on the flyer attached to get new gear and support Mason Recreation Student Staff!

For a legend of the header icons, visit the Instant HR & Payroll legend page.
For previous announcements, visit the Instant HR & Payroll Archives page.

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