Is your department or unit hiring an employee who is transferring within Mason or the state? Leave transfers are a complex matter when changing jobs within the state or within Mason. When hiring for a new position, please do not assume or agree to leave balance transfers without first checking the employee’s eligibility with HR & Payroll.

To check an employee’s eligibility or if you have questions, please contact the Payroll team at payroll@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

You can review your leave balance by visiting Patriot Web. If you have questions, please email payroll@gmu.edu.
Join Kaiser Permanente for a series of classes designed to help you combat stress and gain resiliency while navigating these unprecedented times of COVID-19. You can view and register for the classes below or on the attached flyer. These classes are available to all employees regardless of insurance plan.

**Intro to Mindfulness**  
On May 11, from 2-3 p.m., explore the union of mind and body as you learn meditation techniques in order to reduce stress and gain equilibrium.

Register on [their website](#).

**Transformational Thinking**  
On May 18, from 2-3 p.m., increase whole-body awareness and manage stress as you learn meditation and breathing techniques to expand your awareness and refine your mind.

Register on [their website](#).

Administrative professionals new to the Mason community, or who are looking to develop their skills and build a network of Mason-specific resources and contacts, are invited to join the Administrative Professionals Certificate Program.

Join us on Wednesday, May 20 from 1 – 2 p.m. as we talk through the program.
requirements, which include networking with other administrative professionals, attending Mason Administrative Professionals (MAP) meetings, mentoring sessions, and enhancing your skills with instructor-led classes.

Register for this virtual orientation in MasonLEAPS. For questions contact hrlearn@gmu.edu.

From our colleagues at Parking and Transportation:

May is National Bike Month! Help grow Mason’s biking culture. Parking and Transportation invites you to join the National Bike Challenge run by LovetoRide.net. Registration is free and you can sign up as an individual, join the Mason team, or start one of your own.

For details, please visit http://nationalbikechallenge.org. You can also visit http://ride-healthy.com for some tips on biking at this particular time and why biking can be a healthy and joyful way to get around now and in the future.

If you have questions, please email transpo@gmu.edu.

From our colleagues at Executive and Professional Education:

Mason Professional Education is offering a new employee program that provides full-time Mason faculty and staff access to over 15 training and development programs in a range of fields at deeply discounted rates.

The virtual/online programs offered include project management, human resource management, government contracting, IT and more! All courses are offered in live-virtual and self-guided formats. Full-time employees in good standing are eligible for this initiative, with your current supervisor’s permission.

For details, visit the program webpage: https://execed.gmu.edu/masonpdp/. Program seats are limited and registration will be taken on a first come/first served basis.

Questions? Contact Mason’s Professional Education at 703-993-2109 or execinfo@gmu.edu.
For a legend of the header icons, visit the Instant HR & Payroll legend page. For previous announcements, visit the Instant HR & Payroll Archives page.

Human Resources and Payroll
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