



## IMPORTANT LEAVE AND TIME SHEET INFORMATION

We need your help! All full time employees, including Administrative Professional and Classified Exempt employees, must submit a time sheet when taking any type of leave. This includes the recognition leave awarded during the upcoming holiday break.

Additionally, the January 2, 2012, time sheet deadline for full time employees changed given the university holiday schedule for winter break. The new deadline date for submitting time sheets for full time employees for the pay period of December 18 through December 31 is January 3, 2012.

If you have any questions, please call Brittney Shivers in Human Resources at 594-8871.

### ATTENTION VIRGINIA RETIREMENT SYSTEM MEMBERS

Did you know that you can subscribe to the VRS quarterly benefits electronic newsletter? In addition to important VRS updates, the newsletter provides tools to assist you in planning for retirement. Click the link below to view and sign up for your subscription.

<http://www.varetire.org/mnews>

### FYI...

### LEAVE CODES FOR HOLIDAY BREAKS

#### **Thanksgiving Break:**

Nov 23, 24, 25 - SCH (8 hours each day)

#### **Winter Holiday Break:**

Dec 21 - RT (4 hours)

Dec 22 - RT (4 hours), SCH (4 hours)

Dec 23 - SCH (8 hours)

Dec 26, 27, 28, 29, 30 - SCH (8 hours each day)

Jan 2 - SCH (8 hours)



There are no scheduled trainings for next week, however, please mark your calendars for Thursday, December 8th when Dr. Bill Ritchey, the Executive Director of CNU's Counseling and Health Services will facilitate a training on "Understanding Depression" from 12:05pm. to 12:55p.m. in the Office of Human Resources. This valuable course will explain clinical depression, identify signs and symptoms, review treatment options and present steps to take if you or someone you love suffers from depression. To register for the class, please call 594-7145 or email [hr@cnu.edu](mailto:hr@cnu.edu).



# Have a Safe and Bountiful Thanksgiving Holiday!