



## Considering traveling for the holiday?

Don't forget to check out [State Employee Discounts](#) on:

- \* Enterprise Rent-a-car
- \* Orlando Vacations
- \* Great Wolf Lodge
- \* Colonial Williamsburg
- \* Wyndham Hotel
- \* And more!



## Holiday Time Sheet Schedule

Full-time employee time sheets for the 12/15/13 - 12/28/13 period need to be completed by January 6, 2014. The schedule is as follows:

12/20- 4 SCH  
12/23-12/27 -8 SCH  
12/30- 8 SCH  
12/31- 8 RT  
1/1-1/2- 8 SCH  
1/3- Liberal leave (use personal leave if available)

\* This schedule is assuming the employee works a Monday-Friday 8-5 schedule. If this is not your regular work schedule and need assistance completing your time sheet, please contact Megan or Brittney at 594-7145.

## Opt-In Period - VRS Hybrid Retirement Plan

Eligible VRS Plan 1 and Plan 2 members may elect to opt-into the VRS Hybrid Retirement Plan during a one-time election period from January 1 to April 30. An election to opt into the Hybrid Retirement Plan cannot be changed after April 30.

The Hybrid Retirement Plan combines the features of a defined benefit plan, which pays a monthly retirement benefit based on age, total service credit and average final compensation, and a defined contribution plan, which provides a retirement benefit based on contributions to the plan and the investment performance of those contributions.

Read the [Special Issue of Member News](#) for more information about the plan, eligibility, how to opt in and resources available to you, including the Hybrid Plan Calculator (available in early January) in your myVRS account. A detailed instruction guide is available once you access the calculator. Also, stay tuned to the [VRS website](#) and HR Newsletter for additional educational opportunities.

Log in or create a myVRS account to access the Hybrid Plan Calculator, check your member account balance or create a benefit estimate. Subscribe to Member News to receive the latest information about your VRS benefits.

## Anthem's Commonwealth-Specific [Website](#) is getting a new look!

On December 13, 2013, Anthem released a new look dedicated to Commonwealth of Virginia employees, retirees and family members in COVA Care, COVA HDHP, and Flexible Spending Accounts.

## Stair Climbing Challenge

Don't forget to continue tracking your stair climbing over the holiday break! All [Stair Climbing Logs](#) are due to HR by 5 p.m. on January 10, 2014. We will have a raffle based on successful completion of the challenge.

Stacey in HR is at 187 flights!

**Have a wonderful holiday break!**  
**See you next year!**