



Employee Clearance Reminder: Clearances Expiring? Renew on Time!

We kindly remind all employees to stay attentive to clearance renewal notices. Clearances must be renewed before their expiration date to remain eligible to work. Thank you for helping us maintain a safe and secure environment.

ESS Referral Program

Do you know someone who would make an excellent substitute teacher or paraprofessional?

Refer a friend at Refer.ESS.com and receive a \$100 gift card for every successful referral.

To learn more [click here](#)

Volunteer Clearances Reminder

All volunteers must have updated, approved clearances on file. For the safety of our students and staff, no one may volunteer without current clearances reviewed and approved by HR. Thank you for supporting a safe learning environment.



Don't forget!

- Level I teachers must complete 24 credits of post bachelors coursework as part of the requirements to convert your Level I certification to Level II.
- For information regarding the Level I to Level II conversion process, please reach out to Donna Schepis (broth@pennridge.org).
- For those of you who require a substitute in your absence don't forget to log your absence into Frontline/ESS and Timeclock Plus. Please reach out to Emma Weiss (eweiss@pennridge.org) for assistance.
- Donna Schepis has committed many years to the Pennridge HR department. We are sad to see her go, however we are excited to welcome Brenda Roth as the HR Confidential Secretary starting December 10th.

Contact us:

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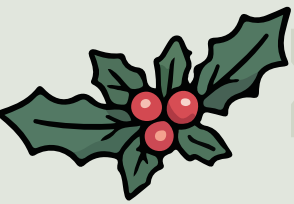
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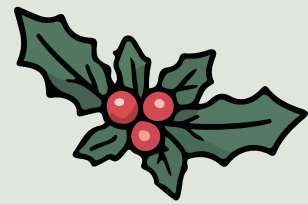
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Fitness Fun



Did you know that you can get \$150 back from IBC just for completing workouts? Check out the flyer below to learn how!

[IBX - Healthy Lifestyles Fitness Program](#)



IBC Members can also take advantage of Nutritional Counseling - 6 FREE visits per year. Click the link below for more information.

[IBX - Nutritional Counseling](#)

Flexible Spending & Dependent Care

Did you elect a Healthcare FSA or Dependent Care FSA this plan year?

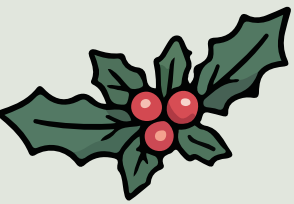
Register your account with HealthEquity online to manage your plan, submit receipts, request reimbursement, and more.

[HealthEquity - Member Login](#)

Are you wondering what expenses qualify for FSA?

Check out the link below:

[HealthEquity - Healthcare FSA Eligible Expenses](#)



Healthy You!



December is:

Seasonal Affective Disorder (SAD) Awareness Month

Awareness about this form of depression, which is often triggered by the lack of sunlight in the fall and winter months and can lead to symptoms like sadness, irritability and fatigue.

Access your EAP resources: [Health Advocate Login Guide](#)

Health Advocate Digital Resources:

- [Health Health Advocate Article - How to be merry and mindful](#)
- [Health Advocate Article: SAD - More than the winter blues](#)



**Seasonal Affective Disorder (SAD):
More Than the Winter Blues**

As the days get shorter and there is less daylight, you may start to feel sad. While many people experience the "winter blues," some people may have a type of depression called seasonal affective disorder (SAD).
The first step is to determine how much your symptoms interfere with your daily life.

<p>Do you have mild symptoms that have lasted less than 2 weeks?</p> <ul style="list-style-type: none"> • Feeling down but still able to take care of yourself and others • Having some trouble sleeping • Having less energy than usual but still able to do your job, schoolwork, or housework 	<p>These activities can make you feel better:</p> <ul style="list-style-type: none"> • Doing something you enjoy • Going outside in the sunlight • Spending time with family and friends • Eating healthy and avoiding foods with lots of sugar
<p>Do you have more severe symptoms that have lasted more than 2 weeks?</p> <ul style="list-style-type: none"> • Social withdrawal • Oversleeping • Gaining weight • Craving foods with lots of sugar like cakes, candies, and cookies 	<p>Seek professional help:</p> <ul style="list-style-type: none"> • Light therapy • Psychotherapy (talk therapy) • Medications • Vitamin D supplements

For help finding treatment, visit nimh.nih.gov/findhelp.
If you or someone you know is in immediate distress or is thinking about hurting themselves, call or text the **988** Suicide & Crisis Lifeline at 988 or chat at 988lifeline.org.

National Institute of Mental Health | nimh.nih.gov/sad
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