Employee Wellness

January Newsletter

Benefits Spotlight

Leave of Absence

- Need to request a leave of absence? Start by submitting a **Leave Request Form** in TalenED Records. Once submitted, the HR Leave Specialist will guide you through any next steps and required documents.
- For consecutive absences of four or more, related to medical or bereavement reasons, supporting documentation must be uploaded in TalentEd under the **Time Off Documentation Form**.

Worker's Compensation

- If you're injured at work, **notify your campus or department's designated contact** right away so the incident can be reported. What Injured Workers Need to Know
- For minor injuries, you can quickly access virtual care through **Concentra TeleMed**. Use the following link to further guide you: WC Information - Concentra TeleMed

Goal Setting Challenge

🎯 January Employee Challenge: Goal Setting! 🎯

From January 7–January 23, anytime you work toward a physical, mental, or emotional wellness goal, you can enter to win a $100 Snap Kitchen gift card! 🥗 Complete the form below each time you make progress; every entry is a chance to win!

https://forms.gle/6mPTJYC3oyF3Z6hG8

HEALTHY TIP

Setting goals is important because they provide direction, motivation, and a clear path toward personal and professional growth. Start by choosing one simple, specific goal that feels realistic and achievable. Break the goal into small steps so progress feels manageable and motivating. Write the goal down and set a short timeline to help stay focused and accountable.

HEALTHY RECIPE

Check out the link to discover 10 Healthy, low-carb swaps for the winter season. For example, swap scalloped potatoes with butternut squash wedges!

https://tinyurl.com/ms25j88h

CHALLENGE WINNER

Roman Davila from Human Resources is the December Challege winner. he won a gift certificate for 6 free adjustments at The Joint.

