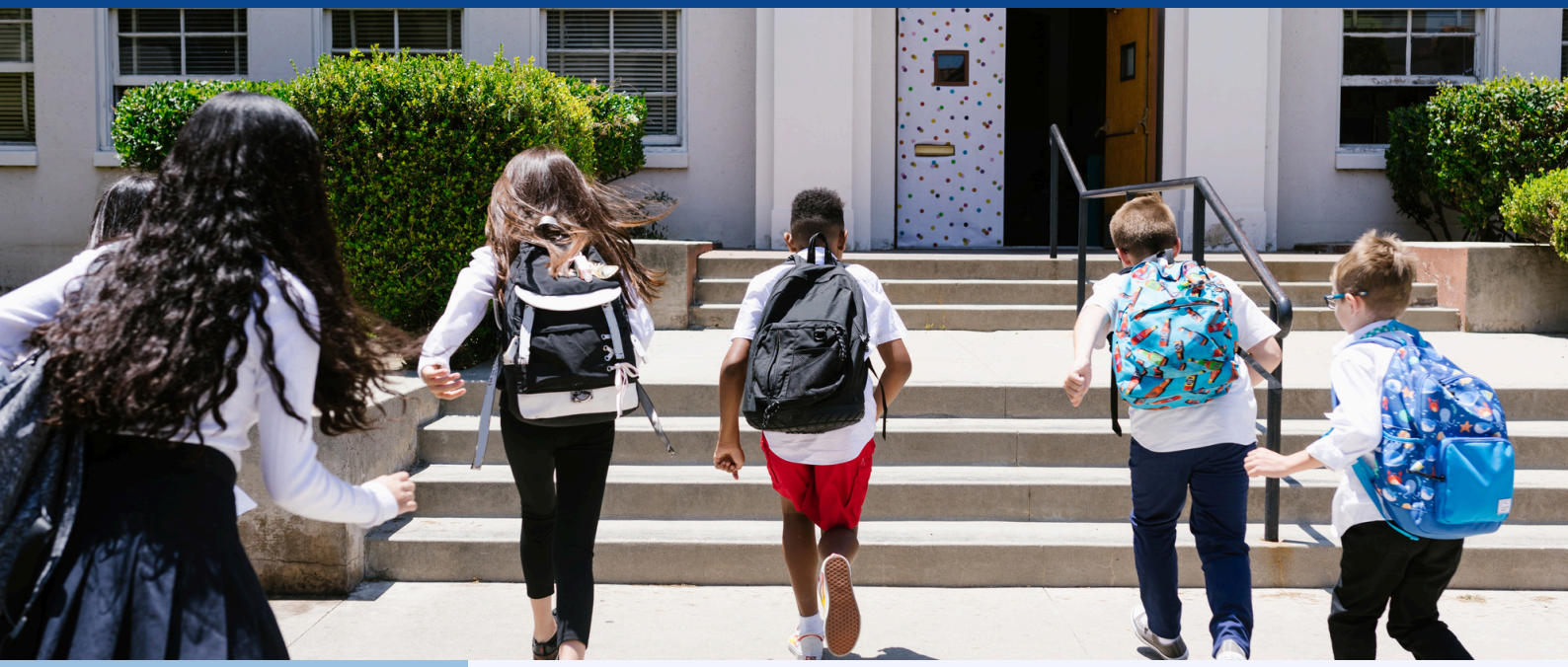
HR CONNECT NEWSLETTER

August 2026 Issue



IN THIS ISSUE:

- Message from HR
- Important News
- GVI CareGiver's Policy
- Health & Wellness
- HR Puzzle

IMPORTANT DATES:

August 10- School Begins



WELCOME BACK TO A NEW SCHOOL YEAR



From:The Human Resources Office

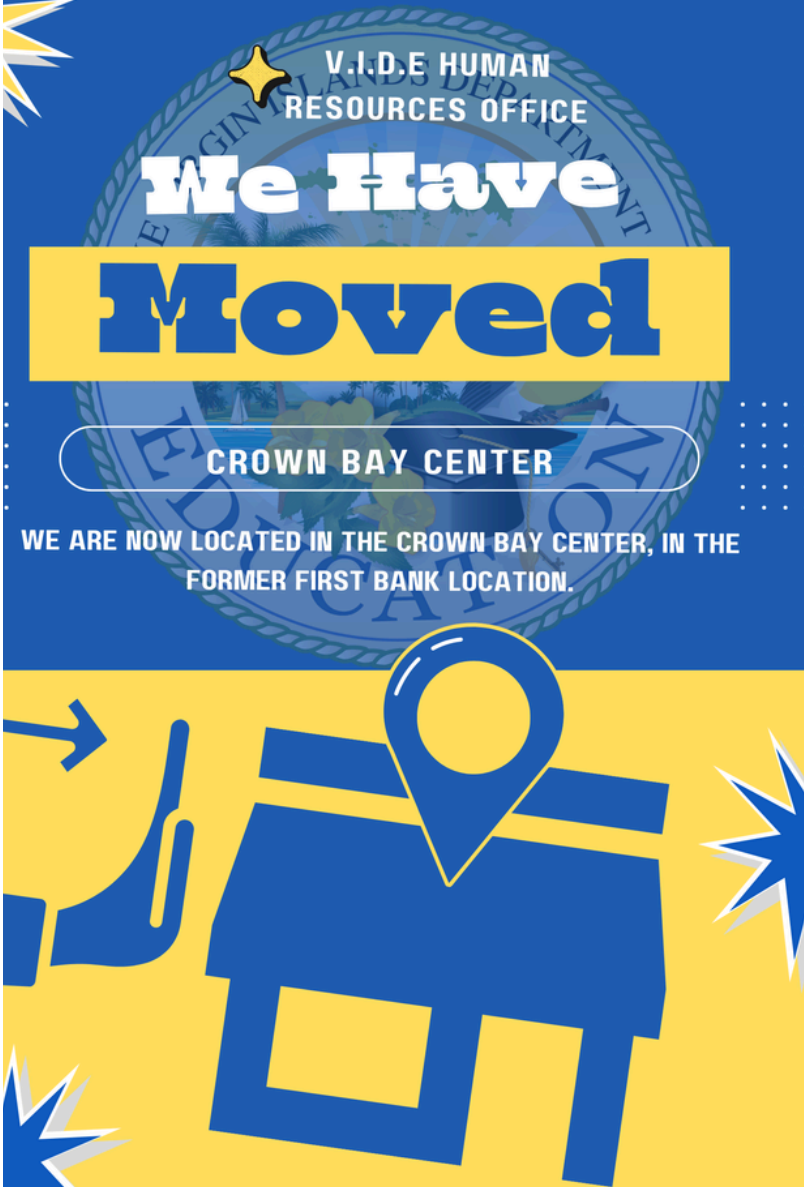
Dear Faculty and Staff,

The Human Resources Office is excited to welcome everyone back and wishes you a successful, rewarding, and fulfilling year ahead. As we begin another school year, we are grateful for the dedication, passion, and commitment you bring to our students and school community each day.

A new school year brings new opportunities to learn, grow, collaborate, and make a meaningful difference. We encourage everyone to start the year with renewed energy, optimism, and a shared commitment to creating a positive and supportive environment for our students and one another.

Thank you for all that you do. We look forward to working together and supporting you throughout the year.

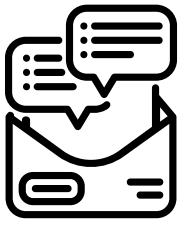
Welcome back, and best wishes for a wonderful school year!



HOW TO REQUEST A JOB VERIFICATION LETTER:

1. **Go to link: https://vide.tedk12.com/records/**
2. **Sign in to PowerSchool.**
3. **On the left-hand menu, click on "Available Forms."**
4. **Select "Job Verification" from the list of forms.**
5. **Make sure to choose the appropriate district.**
6. **Fill out the form completely with the required information.**
7. **Once the form is filled out, click on "Save Final" to submit it.**

PLEASE NOTE: THERE IS A 24-HOUR PROCESSING PERIOD FOR ALL JOB VERIFICATIONS.





St. Croix (STX)

Assistant Principal - STX
Secondary Education Teacher Spanish - STX
Substitute Teacher - STX
Secondary Education Teacher - Computer Science - STX
Secondary Education Teacher - General Sciences - STX
Secondary Education Math Teacher - STX
Elementary School Teacher - Music Education - STX
School Nurse - STX

St. Thomas–St. John (STTJ)

Administrative Officer II - STTJ
Financial Control Officer - STTJ
Social Studies Coordinator - STTJ
Coordinator of Pupil Services - STTJ
Substitute Teacher - STTJ
Secondary Education Teacher - General Sciences - STTJ
Secondary Education Teacher - Social Sciences - STTJ
Secondary Education Teacher - Computer Science - STTJ
Secondary Education Teacher - English - STTJ
Secondary Education Math Teacher - STTJ
Foreign Language Teacher - STTJ
Physical Education Teacher - STTJ
Special Education Teacher - STTJ
Language Arts Coordinator - STTJ
School Nurse - STTJ

Territorial

Director of Federal Grants
Internal Auditor

APPLY NOW

Caring for Those Who Matter Most:

Introducing the

GVI CAREGIVER'S LEAVE POLICY



Balancing work and caregiving responsibilities can be challenging. To better support employees who care for loved ones, the Government of the Virgin Islands has implemented the Caregiver's Leave (CGL) Policy, providing eligible full-time employees with paid administrative leave to care for qualifying individuals.

WHO IS ELIGIBLE?

Full-time employees who work at least 80 hours each bi-weekly pay period may qualify if they serve as the primary caregiver for:

- A seriously ill **spouse**, **child**, **parent**, or **legal dependent**;
- An **older adult** (60 years of age or older); or
- A **dependent adult** (18–59 years old) with qualifying disabilities.

LEAVE BENEFIT

Eligible employees may receive:

- Up to **four (4) hours** of paid administrative leave each month for up to **12 months**.
- Leave must be used during the month it is earned and does not roll over.
- Leave may be used in increments consistent with agency timekeeping procedures.

EMPLOYEE RESPONSIBILITIES

To ensure timely processing of leave requests, employees should:

- Notify their supervisor in advance whenever possible.
- If advance notice is not possible, notify their supervisor in writing within 24 hours after the absence begins.
- Submit proof that leave was taken within 48 hours after the absence begins.
- Notify both their supervisor and Human Resources if caregiving responsibilities end or eligibility changes.

APPLYING FOR CAREGIVER'S LEAVE

Employees are encouraged to submit all Caregiver's Leave requests through the Department's Human Resources Leave Platform.

Human Resources Leave Platform
https://vide.tedk12.com/Records

Applicants should complete the Caregiver's Leave Application and upload all required supporting documentation.

Caregiver's Leave Application
https://vide.tedk12.com/Records

For employees requesting leave to care for a seriously ill spouse, child, parent, or legal dependent, the required Medical Certification Form is available at:

CGL Medical Certification
https://www.dopusvi.org/wp-content/uploads/2026/06/CGL-Medical-Certification.pdf

WHAT HAPPENS AFTER YOU APPLY?

Once Human Resources receives all required documentation, the application will be reviewed to:

- Verify eligibility;
- Confirm all required documentation was submitted on time; and
- Approve or deny the request, with written comments explaining the decision.

Employees can expect a determination within five (5) business days of Human Resources receiving a complete application package.

If you have questions regarding the policy or application process, please contact

- **Cherise Benjamin-Thomas** at **cherise.bejamin@vide.vi or**
- **Morvida DeCosta** at **morvida.decosta@vide.vi**

ULTIMATE HEALTH & WELLNESS

August is National Wellness Month

Celebrate National Wellness Month during the entire month of August. It's time to prioritize your self-care, reduce stress, and create healthier habits to feel like your best self!



I CHOOSE WELLNESS PLEDGE

This August, take the "I Choose Wellness" pledge and make a promise to yourself to prioritize your self-care. Choose one small daily habit, such as drinking 64 ounces of water daily or walking 10,000 steps. Taking the 31 day challenge during National Wellness Month will help you discover a new way to can take care of yourself. You might consider exploring different fitness classes in our local community, such as classes from Coach Bernard Douglas or even classes offered by GVI Group Health.



5 Wellness Tips

Taking small steps to improve your personal wellness will lead to healthy habits in your lifestyle. In fact, wellness changes don't don't have to be life changing, even though the long-term results will be. You can improve your overall health by:



- *Increasing your water intake.*
- *Adding more fruits and veggies to your meals.*
- *Monitoring your sleep and making adjustments for better sleep habits*
- *Joining a yoga, walking, or aerobics class.*
- *Learning to meditate.*

Hibiscus Iced Tea Sparkler



Ingredients

- ☐ *4 cups boiling water*
- ☐ *8 bags hibiscus tea*
- ☐ *½ cup honey*
- ☐ *ice*
- ☐ *2 cups sparkling water*
- ☐ *¼ cup mint leaves*
- ☐ *fresh strawberries,, for garnish*

Instructions

- *In a large pitcher, combine tea bags, honey, and boiling water; let steep 30 minutes to 1 hour, depending on how strong you like your tea.*
- *Remove tea bags.*
- *Add ice to the pitcher and stir in the sparkling water.*
- *Add mint leaves and refrigerate for 1 hour or until chilled.*
- *Remove from fridge and pour into drinking glasses.*
- *Garnish with strawberries and serve.*

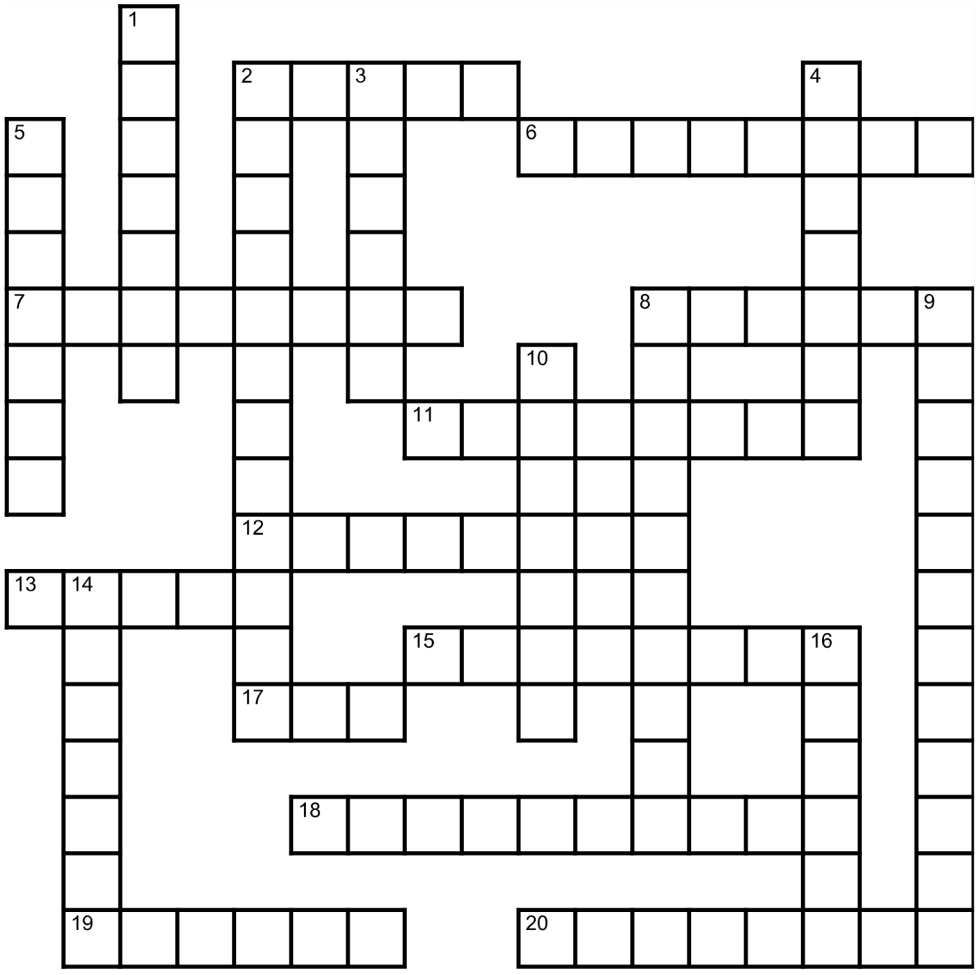
Name: _____ Date: _____



Crossword

ACROSS
2. Sandy shore for sunbathing and playing
6. Tart and sweet citrus drink
7. Time off from school or work
8. Brightest star in the night sky
11. Cooling off in the pool or ocean
12. Period of very hot weather
13. Zodiac sign for late August birthdays
15. Long car journey for fun
17. Zodiac sign for early August birthdays
18. Large green fruit with pink insides
19. Eighth month of the year
20. Outdoor cooking on a grill

DOWN
1. Swinging bed hung between trees
2. Preparing for a new academic year
3. Cooling system for indoor spaces (abbr.)
4. Sleeping outdoors in a tent
5. Gathering ripe crops from fields
8. Warmest season of the year
9. When the moon blocks the sun
10. Noisy insects that buzz in trees
14. Cold brewed beverage
16. Outdoor meal on a blanket



Air-con	Lemonade
August	Leo
Back-to-school	Picnic
Barbecue	Road trip
Beach	Sirius
Camping	Solar eclipse
Cicadas	Summertime
Hammock	Swimming
Harvest	Vacation
Heatwave	Virgo
Iced tea	Watermelon