



## Holiday Break Extended This Year

President David Fithian has extended this year's holiday break by five days — the University will be closed Thursday, Dec. 17 through Friday, Jan. 1, and will reopen on Monday, Jan. 4.

Some departments may require staffing to provide essential services during this time. Please see the [updated holiday calendar](#) outlining how to manage these situations. Essential employees will be given an opportunity, working with their supervisors, to use the additional five days off between Jan. 4 and May 31, the end of the fiscal year.

We encourage you to take time for yourself before we gear up for the return of our students for the spring semester!

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## Deadline Changes for Payroll and Grant Authorizations

Due to the holiday break, the Payroll Office has adjusted deadlines for submitting **changes** for the payroll processing, including payroll authorizations, grant payroll authorizations, or any other employee pay/deduction changes.

For both pay dates of Friday, Dec. 18 and Thursday, Dec. 31, **all changes must be submitted by Wednesday, Dec. 9.**

**There is no change to the *timesheet* submission process or deadlines, which is Monday, Dec, 14 for the Dec. 18 payroll, and Monday, Dec. 28 for the Dec. 31 payroll.**

We realize that unexpected situations may arise, and we will make every effort to process these on time; however, we cannot guarantee that any items received after Wednesday, Dec. 9 will be processed before the payroll date of Jan. 15, 2021.

Please reach out to the following offices for any questions or concerns:

- [Human Resources](#) for questions about faculty or staff payroll
- [Financial Assistance](#) for questions about undergraduate student payroll
- [Payroll Office](#) for questions about faculty or staff payroll

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## Open Enrollment Deadline is Wednesday, Nov. 25

The Open Enrollment period for Clark's health and dental benefits, as well as flexible spending accounts (FSA), runs through Nov. 25. If you haven't yet, visit the [virtual open enrollment benefits fair](#) to learn more about benefits the University offers.

The first time you visit the virtual fair you will need to [create an account](#) with your Clark email, using either Firefox or Chrome as your web browser. Once your account has been created, you will be able to browse information about our health, dental, and FSA plans, among other benefits.

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## October Administrative Leave Reports Are Overdue

A significant number of employees still have not submitted leave reports for the month of October. Unfortunately, if leave reports remain outstanding, monthly sick and vacation accruals will be suspended. Even if you did not use any time during the month, you are required to comply with the monthly reporting requirement.

Monthly leave reports through October **must be completed and approved** no later than Wednesday, Nov. 25.

In addition, please make every effort to **complete your November leave report by Friday, Dec. 4.**

The system does not automatically generate notifications to approvers when leave reports are submitted for approval; therefore, you must notify your approver once you have done so.

[Read instructions on how to view, submit, and approve monthly leave reports »](#)

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## Student Employment Updates

- Students may continue to work during intersession provided you have the departmental budget for them to do so. More information can be found [here](#) on the Student Employment website and [here](#) in the Supervisor Handbook.
  - If you have students scheduled to work **on campus** during winter break or intersession (Dec. 11–Feb. 19), we will provide guidance soon about the status of the campus during that time.
  - Questions? Email [ugoncampusemployment@clarku.edu](mailto:ugoncampusemployment@clarku.edu).
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## LinkedIn Learning Can Help with Difficult Conversations

As we approach the holidays, many of us may be thinking about how to navigate gathering in any way during this time, and if we are, how to talk across differences.

An audio course from LinkedIn Learning, [Difficult Conversations about Politics at Work](#), can help you find tools that will help you manage problematic emotions when they arise. These tactics would be helpful for talking about politics in any setting, including the holiday table. Use these tips to help you overcome differences — so you can keep the peace.

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## News from Staff Assembly

### Call for Nominations to Steering Committee

The Steering Committee invites Clark staff members to [join our subcommittees](#) to work in areas including diversity, equity, and inclusion, communications, and staff recognition, among others. [Click here](#) to sign up for a committee.

### Anonymous Feedback Form

Staff members may continue to use the [Staff Assembly Feedback Form](#) to share concerns, ideas, and suggestions. The form may be submitted anonymously.

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## Resources and Opportunities

- Check out the [Healthy Clark Dashboard](#) for a daily report of the number of positive COVID-19 test results at Clark over the last seven- and 30-day periods, the number of students in isolation and quarantine, and information about cases in Worcester.
- Clark’s Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, child care, crisis support, mental health treatment, lifestyle coaching, substance abuse treatment, and more. Visit [New Directions Behavioral Health](#); our company code is “Clark University.”
- The [resources for employees](#) site features policies, office reopening guidelines, and a recording of the summer training for returning employees. New information is added frequently, so check back often.
- Visit [ClarkNow](#) for the latest news from campus, and check out where Clark faculty and staff experts appear [in the media](#).
- Learn about employment opportunities Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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