



As we head into our extended holiday break, we want to express our thanks and gratitude to all staff and faculty for your hard work, perseverance, and commitment to Clark throughout 2020. We encourage each of you to take time for yourself before we gear up for our students to return to campus for the spring semester.

We wish you and your families the very best for the upcoming holidays.

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## Important Notice on the Final Payroll of 2020

Because the University will be closed from December 17 to January 1 for the holiday break, we ask for your cooperation to process the Dec. 31, 2020 payroll.

All timesheets for the pay period of Dec. 14–27 must be submitted and approved **by the end of the day today** (Wednesday, Dec. 16), before staff leaves for break. *Dec. 14–16 should be recorded as time worked, and Dec. 17–25 as University holidays.*

Essential employees who work during the break will follow the usual deadlines; their timesheets for the Dec. 12–27 pay period must be submitted and approved by noon on Monday, Dec. 28. If these deadlines are not met, employees' may not be paid for this period until the following payroll date of Jan. 15, 2021.

These deadlines will ensure that this payroll will meet the strict time schedule and will be processed in a timely manner.

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## Student Employment Update

The Massachusetts [minimum wage](#) will increase from \$12.75 to \$13.50 per hour on Jan. 1, 2021. All job records will be updated automatically for undergraduate and graduate students currently

earning \$12.75 per hour; supervisors do not need to take any action for this increase to go into effect.

If you have any questions, please email [finaid@clarku.edu](mailto:finaid@clarku.edu) (for undergraduate student employees) or [payroll@clarku.edu](mailto:payroll@clarku.edu) (for graduate student employees).

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## November Administrative Leave Reports Are Due

Administrative leave reports for November are overdue. All outstanding reports must be completed **and approved** by your supervisor by Friday, Dec. 18.

Please note: Even if you did not use any time in a given month, you must submit a report. Be sure to notify your supervisor when you do so, as the system does not generate alerts.

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

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## Paid Family and Medical Leave Program Begins January 1

In 2019, the Commonwealth of Massachusetts established a new [Paid Family and Medical Leave Program \(PFML\)](#) to provide temporary income replacement to eligible employees.

Clark University's self-insured private PFML plan goes into effect on Jan. 1, 2021. This plan provides, at a minimum, the level of benefits required by the state's PFML program. This new benefit, administered by the Prudential Insurance Company, will enrich the University's current leave benefits. Enhancements for faculty and staff include, but are not limited to, the ability to care for an expanded definition of family members — broader than the federal FMLA definition — and up to 20 weeks of leave for a personal serious health condition. The plan eliminates the requirement to use accumulated paid time off in these situations.

[Click here](#) for additional information and details on eligibility, qualifying leave reasons, when benefits begin, how benefits are calculated, and how and when to file a claim.

If you have any questions, contact Prudential at 800-842-1718 or visit [prudential.com/mybenefits](https://prudential.com/mybenefits).

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## Stay Happy and Healthy This Holiday Season

The holidays are typically a time when friends and family come together — but this year, the pandemic is forcing us to change our plans. How do we celebrate and stay connected while we follow social distancing protocols? New Directions, Clark's Employee Assistance Program, has

created a [holiday toolkit](#) to help you create new memories and cope with the mental health challenges this season may bring.

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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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