



## Countdown to Summer

Next Monday, May 31, Clark University will be closed in observance of Memorial Day. As you enjoy the long weekend — the unofficial start of summer — with your family and friends, we encourage you to pause and reflect on the ultimate sacrifices made by American men and women to ensure our peace and prosperity.

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## Memorial Day Payroll Deadline

The usual deadline for approving web time entry timesheets is Mondays at noon. However, because campus will be closed for on Monday, May 31, all hourly employees (including students) should submit their time on Friday, May 28. **Supervisors should approve all timesheets by the end of the day on May 28** to ensure timely processing for the June 4 payroll. Thank you for your assistance — if you have any questions, please [email the Payroll Office](#).

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## Reminder: COVID-19 Vaccination Clinic is June 1

As announced last week, [COVID-19 vaccinations will be required](#) for our students, faculty, and staff if they plan to live, work, and study on campus this fall. The deadline to be vaccinated is July 15. Fortunately, **Clark is holding a vaccination clinic next Tuesday, June 1, from 9 a.m. to 4 p.m.**, in the Kneller Athletic Center. The clinic is open to Clark students as well as staff, faculty, and their families, including children ages 12 and up.

At the clinic:

- You can receive either your first or second dose of the Pfizer vaccine. If you are receiving your second dose, bring your vaccination card with you.
- The Johnson & Johnson vaccine will be available. This vaccine requires only a single dose.
- **Walk-ins are welcome.** We also will soon post a link that will allow you make an appointment.

Whether you have not yet been vaccinated or need the second Pfizer dose, we strongly urge you to take advantage of this clinic and get yourself protected against the virus. Widespread vaccinations are Clark's most effective tool to minimize the risk of COVID-19 infections on campus and give us the best chance to safely reopen this fall under as normal conditions as possible.

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## Commencement Volunteers Still Needed

Thank you to those members of the Clark community who have volunteered to help us give the Class of 2021 the Commencement experience they deserve. We're still looking for about 10 more people to assist on both **Saturday and Sunday, June 12 and 13** — duties range from directing visitors to guest parking to helping faculty find their seating locations on Granger Field.

Non-exempt staff will be paid for the time they work during commencement weekend, and exempt staff may work with their supervisors to take time off during the work week to compensate for time worked on commencement.

Please [contact Kim Fisher](#) if you are interested in participating.

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## Vacation Day Carryover Reminder and Clarification

This year, as previously announced, you may carry over up to 12 vacation days — **in addition to** the annual maximum accrual amount — into the next fiscal year. To clarify, you will be able to use these days throughout the year, until the end of June 2022.

To carry over time, **you must be current on your administrative leave report**. [Click here](#) to check the status of your report.

Learn more under **Administration and Staff Paid Time Off** on the [Human Resources website](#). Employees in the Facilities Management Department should consult their supervisors for information on their allowed vacation day carry-over.

We strongly encourage staff to take time to relax and recharge over an extended July 4 weekend. Clark will observe the Independence Day holiday on Monday, July 5. We urge you to consider using vacation time on July 1 and 2 for a prolonged break, and urge supervisors to be flexible in scheduling those days.

[Click here](#) for Clark's complete 2021-22 paid holiday schedule.

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## June Retirement Learning Opportunities

TIAA and Fidelity offer live webinars each month to help you with your financial goals. You do not need to be enrolled with either company to access the webinars, which also are available for viewing on demand.

### TIAA

[Register here for access](#) to the webinars and other resources. If you are not enrolled in a TIAA retirement account, you may register for guest access. In June, live webinars will cover topics including a financial guide for women, market-proofing your retirement, an introduction to real estate as an alternative investment, building a well-rounded retirement, and transitioning from career to retirement.

### Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. Upcoming webinars will cover the influence of bitcoin, navigating fixed income markets, sustainable investing, managing option trades, estate planning considerations for the LGBTQ+ community, bond investing, and the various analysis and strategy tools offered to Fidelity investors.

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## Step it up in June

edHHEALTH's fourth annual [Walking Challenge](#), co-sponsored by Harvard Pilgrim Health Care, begins Monday, June 7 and ends Sunday, July 4. We encourage you to join forces with your colleagues to compete against other edHEALTH schools. You do not need to be a Harvard Pilgrim member to participate.

Last year, ten Clark employees logged an incredible 3,045,643 total steps — an average of 217,546 steps per walker — in the Walking Challenge. Can we top that in 2021?

If you have questions, contact Harvard Pilgrim Wellness Services at 877- 594-7183 (weekdays from 9 a.m. to 5 p.m.) or email [hpwellness@harvardpilgrim.org](mailto:hpwellness@harvardpilgrim.org).

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## Resources and Opportunities

- Find previous employee newsletters [here](#).
- The Employee Assistance Program provides confidential, free assessments and referral services for legal and financial needs, 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 University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Click here](#) to learn more and make an appointment.
- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more here](#).
- 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 at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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