

As summer comes to an end, sometimes transitioning back to your regular work routine can feel like a big shift. Maintaining a healthy work-life balance is key to staying productive and avoiding burnout.



Here are five simple tips to help you reset:

1. **Set Clear Boundaries:** Define your work hours -- and stick to them as best as you can.
2. **Prioritize Your Tasks:** Start each day with a task list. Check them off as you complete them and focus on your most important items first to avoid feeling overwhelmed.
3. **Take Breaks:** Short breaks during the day help boost energy and concentration. Step away, stretch, or, if you can, step outside.
4. **Plan Personal Time:** Block time on your calendar for family, hobbies, or relaxation - just like you would a work meeting.
5. **Stay Organized:** Keep your workspace tidy and use tools such as planners or digital calendars for reminders and to help you stay on track.

Finding balance takes practice, but even small adjustments can make a big difference in your well-being!

Read more at [Florida Blue](#).



2025/2026 Employee Pay Schedule



2025-2026 Pay Schedule & Timesheet Due Date

*Timesheets and Spring Ahead entries are due **weekly** every Saturdays by 6:00 pm*

Pay Period	Timesheet Due on Saturdays	Pay Date	12-Month <i>(only those enrolled in the optional 12-Month Pay Plan)</i>
07/27-08/09/25	08/09/25	08/19/25	
08/10-08/23/25	08/23/25	09/02/25	
08/24-09/06/25	09/06/25	09/16/25	
09/07-09/20/25	09/20/25	09/30/25	
09/21-10/04/25	10/04/25	10/14/25	
10/05-10/18/25	10/18/25	10/28/25	
10/19-11/01/25	11/01/25	11/11/25	
11/02-11/15/25	11/15/25	11/25/25	
11/16-11/29/25	11/29/25	12/09/25	*Thanksgiving
11/30-12/13/25	12/13/25	12/23/25	
12/14-12/27/25	12/27/25	01/06/26	*Winter Break
12/28/25-01/10/26	01/10/26	01/20/26	
01/11-01/24/26	01/24/26	02/03/26	
01/25-02/07/26	02/07/26	02/17/26	
02/08-02/21/26	02/21/26	03/03/26	
02/22-03/07/26	03/07/26	03/17/26	
03/08-03/21/26	03/21/26	03/31/26	*Spring Break
03/22-04/04/26	04/04/26	04/14/26	
04/05-04/18/26	04/18/26	04/28/26	
04/19-05/02/26	05/02/26	05/12/26	
05/03-05/16/26	05/16/26	05/26/26	
05/17-05/30/26	05/30/26	06/09/26	
05/31-06/13/26	06/13/26	06/23/26	*Summer Check
06/14-06/27/26	06/27/26	07/07/26	*Summer Check
06/29-07/11/26	07/11/26	07/21/26	*Summer Check
07/12-07/25/26	07/25/26	08/04/26	*Summer Check
07/26-08/08/26	08/08/26	08/18/26	*Summer Check

***PAY PERIOD FOR THE OPTIONAL 12-MONTH PAYMENT**

School Closure	Number of Days Paid	Paid On
Thanksgiving Break	3 days	12/09/25
Winter Break	10 days	01/06/26
Spring Break	5 days	03/31/26
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/23/26 07/07/26 07/21/26 08/04/26 08/18/26

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2025-26 Employee Pay Schedule printable version [here](#).

12-Month Pay Program - Sign Up **NOW** for 25/26

Start planning for the 2025/2026 school year's Holiday breaks and summer now by signing up for the 12-month pay program. If you are already enrolled, there's no need to sign up again! Your program will automatically roll over to the next school year.

By signing up, 25% of each paycheck will be set aside and disbursed as follows:

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SCHOOL CLOSURE	# OF DAYS PAID	PAID ON
Thanksgiving Break	3 Days	12/09/25
Winter Break	10 Days	01/06/26
Spring Break	5 Days	03/31/26
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/23/26 07/07/26 07/21/26 08/04/26 08/18/26

If you are not currently enrolled but would like to be, or if you have any questions regarding the program, please send an email to Lynda Sherman at payroll@commrehab.org or Dusty Usher at onboarding@commrehab.org.

\$500 Employee Referral Bonus Program

What a great time to make some extra money! It's not too late to refer-a-friend with our bonus program!



CRA Therapy strives to provide our therapists with quality service and career opportunities. We always appreciate it when our employees refer other associates to us and have developed a referral program to say thank you!

Please reach out to your Recruiter or Account Executive for more information about the program!



Remaining 24/25 School Year 12-Month Payment Dates

School Closure	# of Days Paid	Paid On
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Summer Break	Remainder of 12-month balance.	08/05/2025
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Important *August* Dates

August	Back to School Month
August 1st	World Lung Cancer Day
August 3rd	Friendship Day
August 4th	Assistance Dog Day
August 9th	National Book Lovers Day
August 21st	National Senior Citizens Day
August 26th	Women's Equality Day

HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Lynda, payroll@commrehab.org
401k Information	Amber, humanresources@commrehab.org
Absence Request Form	Catherine, timesheets@commrehab.org
Who do I notify if I need time off?	Your Account Executive (Danielle or Molly)
Change of Address	Update in ADP - www.workforcenow.apd.com
Direct Deposit - update info	Update in ADP - www.workforcenow.apd.com
Benefits (other than H.S.A.)	Amber, humanresources@commrehab.org
Health Savings Account (H.S.A.)	Lynda, payroll@commrehab.org
Employment Verification	Dusty, onboarding@commrehab.org
Name Change	Dusty, onboarding@commrehab.org

Referral Bonus Payment (if applicable)	Lynda, payroll@commrehab.org
SpringAhead Timesheets	Catherine, timesheets@commrehab.org
W4 - Make a Change W2 - Request a Copy	ADP - www.workforcenow.apd.com



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