



Workplace Wellness for the Winter Season

As the days get shorter and temperatures drop, it's easy for winter stress and fatigue to sneak into our daily routines. This season is a great time to pause, refocus, and prioritize your well-being--both at work and at home. A few small habits can make a big difference during the busy holiday months.



Staying active, even in shorter bursts, boosts energy and helps maintain a positive mood. Try taking brief walking breaks, stretching at your desk, or setting aside a few minutes each day for movement you enjoy. Pair this with mindful nutrition--hydrating regularly, choosing balanced meals, and listening to your body's needs.

Make sure to prioritize rest! Quality sleep strengthens your immune system and improves focus, making it easier to stay productive and present.

This winter, give yourself the gift of wellness. Small steps can help you stay healthy, energized, and resilient all season long.

Protect Yourself from Fraud this Season



With the the busy Holiday season comes opportunities for scammers! Here are some things to watch out for and tips to help protect yourself from fraud:

Fake Charities - Make sure you investigate before you donate! Fake charities (that look very similar to real websites) are created for scammers to steal donations.

Gift Card Scams - Any time you are asked to pay for goods or services with a gift card, be aware! Conventional payment methods are more secure.

Shipping Scams - Watch out for fake emails and/or texts about delayed or undeliverable packages. They often contain a link to malware or phony login pages.

Travel Scams - Non-existent vacation packages, rental listings, and fake airline ticket booking sites are always on the rise this time of year.

Remember, if you encounter a scam, report it to the Federal trade Commission (FTC) or other relevant authorities.

Read about more common Holiday scams and tips to stay safe this season [here](#).

Full-Time Status & Benefit Eligibility



There is an important upcoming change to the eligibility requirements for our employee benefit program, effective with the 2026 benefit plan year beginning January 1, 2026.

Starting with the 2026 plan year, employees must work an average of at least 30 hours per week to be considered full-time and therefore eligible for employer sponsored health insurance. This change aligns with the definition of full-time employment under the Affordable Care Act (ACA).

Please note:

For the current 2025 benefit plan year, employees averaging 25 hours per week will continue to be classified as full-time and retain their current eligibility for benefits through December 31, 2025.

We are providing this advance notice to ensure transparency and give you ample time to assess how this may impact your benefit eligibility for the 2026 plan year. In compliance with ACA and ERISA requirements, we will continue to use a consistent and measurable method to determine average hours worked, and all benefit-related determinations will follow applicable federal regulations.

If you have any questions, please contact Human Resources at 727-739-8783 or humanresources@commrehab.org

Thank you for your attention and for all you do!

Reminder - 12-Month Payment Dates

School Closure	# of Days Paid	Paid On
Thanksgiving Break	3 Days	12/09/2025

Winter Break	10 Days	01/06/2026
Spring Break	5 Days	03/31/2026
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods.	06/23/2026 07/07/2026 07/21/2026 08/04/2026 08/18/2026

Recently Moved or Moving Soon?



Moving can be a stressful and extremely busy time with so much to think about and many moving parts. It can be hard to remember who needs to know what information.

Here is a list of who needs to know your new address:

Employer - You should notify your employer as soon as possible of your new address for tax, payroll, benefits, and emergency purposes. It is critical to ensure your employer has your current, physical address on file.

Utilities - You should notify your utility providers, such as gas, electricity, internet, phone, and water as soon as possible.

DMV - You should contact your local Department of Motor Vehicles (DMV) within 30 days.

Bank - You should notify your bank as soon as possible to change your billing address and protect yourself from identity fraud.

Healthcare Professionals - You should notify your healthcare professionals, such as your doctor, dentist, or veterinarian of your new address.

Voter Registration - You should update your voter registration so you vote in the correct district on election day.

Social Security Administration - If you receive Social Security or Medicare benefits, you should notify the SSA so you continue to receive them.

If you need to update your address with us, please do so as soon as possible through your [ADP Workforce Now](#) dashboard.



Important *December* Dates

December 2nd	Special Education Day
December 3rd	International Day of Persons with Disabilities
December 5th	International Volunteer Day
December 7th	Pearl Harbor Remembrance Day
December 14th - December 22nd	Hanukkah
December 25th	Christmas Day
December 26th - January 1st	Kwanzaa
December 31st	New Year's Eve

HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Dusty, payroll@commrehab.org
401k Information	Amber, humanresources@commrehab.org
<u>Absence Request Form</u>	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.)	Update in ADP - www.workforcenow.apd.com
Employment Verification	Dusty, onboarding@commrehab.org
Name Change	Dusty, onboarding@commrehab.org
Referral Bonus Payment (if applicable)	Dusty, 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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