



Thank You!

As the 2024/2025 school year comes to a close, we want to extend our sincere thanks to each of you for your dedication, commitment, professionalism, and hard work. Your efforts have made a meaningful difference in the lives of the students and the communities you serve.

We are truly grateful for all that you do and the passion you bring to your roles every day. Whether you're entering a well-deserved summer break or continuing with extended school year services, please know we value your contributions.

We look forward to welcoming you back for the 2025/2026 school year and to another year of partnership and positive impact.



PTO Policy Reminder

The following Time Off & Vacation Policy became effective May 1, 2024:

School-based employees who are eligible for Paid Time Off (PTO) can request their accrued PTO over the course of the school year. Employees who have accepted PTO as part of their benefits package will see the amount of the PTO benefit that they accepted reflected in their Offer of Employment letter. For certain states/localities with mandated paid sick leave, employees will see their earned sick leave accrual reflected as PTO in their Offer of Employment letter and the PTO policy will follow the laws of the state/locality. Employees are required to use available PTO when taking time off work. Employees can use their PTO in any increment that they have accrued.

In the event of an absence, the employee should make a reasonable effort to notify the school supervisor, the Company, and anyone the employee has an appointment with in advance of their absence. If an employee is out sick for three (3) consecutive days or more, a doctor's note will be required and must be submitted to the Company's Human Resources Department preferably on or before the date the employee returns to work, but no more than 14 days from the date the employee returns to work.

Planned vacations and/or personal time off should be taken during scheduled school holidays when possible. If planned PTO is unavoidable during regular school days, the employee must obtain prior approval using the Company's *Absence Request Form*. The school principal or school district ESE department and the Company must sign off on the *Absence Request Form*. Approval for all planned PTO is subject to applicable workloads.

Time off will be unpaid unless the employee has available earned PTO. If the employee has earned PTO available and wants to use it, they must enter the amount of PTO requested in the Company's timekeeping system, SpringAhead, under the dropdown menu labeled *Project/Description* by selecting the option labeled PTO. If the PTO request is not entered in SpringAhead, the employee's time off will be unpaid.

At the end of each school year, employees may carry over unused PTO to the following school year. No employee may carry over more than 64 hours of PTO.

During the final pay period of the school year employees have the option to cash out the entirety of their earned PTO balance. If an employee wishes to cash out the entirety of their PTO balance, they must make the request during the last pay period of the school year by entering their total PTO balance in SpringAhead. Failure to request a cash out of earned PTO during the last pay period of the school year will result in an automatic carryover of the employee's earned PTO balance to the next school year. In the case of any state/local mandated sick leave policy, the Company will follow the state/local mandate.

Employees will be paid for all earned and unused PTO time upon termination of employment.

If you have any questions, please feel free to reach out to Amber Picchiarini, Director of Human Resources at 727-739-8783.

TELADOC Offers Summer Convenience & Peace of Mind



Teledoc Offers Convenience During the Summer Months

Summer is a season of kids out of school, travel, fun, and outdoor activities. Teladoc offers a convenient, right-at-your-fingertips way to stay healthy while enjoying the sunshine.

With Teladoc, the doctor is in anytime, anywhere with 24/7 access to care and offers the perfect way to stay connected to your health professional if something unexpected sneaks up or keeping a routine visit while traveling.

Here are a few more great reasons to use Teladoc during the summer months ahead:

- Care on the Go - Whether you're at the beach, hiking in the mountains, or visiting family, Teladoc connects you to licensed doctors 24/7, right from your phone or mobile device. No

waiting rooms, no stress - just instant access wherever you are.

- Relief from Common Summer Ailments - No matter if it is sunburn, insect bites, heat rashes, allergies, or traveler's tummy, Teladoc doctors can diagnose, treat, and even prescribe medications for these typical warm-weather issues.
- Avoid the Urgent Care Crowd - Skip the long lines and crowded clinics. With Teladoc, you can get medical advice from home or your vacation rental, saving time and avoiding exposure to other illnesses.
- Mental Health Support - Summer doesn't always mean relaxing for everyone. If you're feeling overwhelmed, anxious, or just need to talk to someone, Teladoc's licensed therapists and mental health professionals are available for virtual appointments - even on the weekends.

REGISTER 3 easy ways: download the mobile app, visit the Teladoc website, or call the number below.

Setting up your Teladoc account through the mobile app only takes a few minutes . After downloading the app, you'll provide medical history to give doctors the information they need to provide you with quality medical care.

PROVIDE MEDICAL HISTORY Your medical history provides Teladoc doctors with the information they need to make an accurate diagnosis.

REQUEST A VISIT That's it! A Teladoc doctor is now just a call or click away.

Speak with the first available Teladoc doctor or schedule an appointment . Within minutes, a doctor will call ready to listen, diagnose, and prescribe medication, if medically necessary. After your consult, you can choose to share the results with your primary care physician.

If medically necessary, a prescription can be sent to your local pharmacy. Search for nearby pharmacies or use one of your favorites.

[Teladoc.com](https://www.teladoc.com)

1-800-Teladoc (835-2362)



Summer Internet Safety

During the summer, internet safety is crucial, especially for kids since they are home more often and may have extra time online. Parents should establish rules, monitor online activity, and educate children about online dangers.

Additionally, it's important to secure devices, use strong passwords, and be cautious about public Wi-Fi. Taking small but necessary steps will help keep your family safe and aware of online dangers.



- Set Clear Rules - Discuss family internet guidelines, including screen time limits, acceptable behavior, and the importance of never sharing personal information or interacting with

strangers online.

- Use Parental Control Software - Implement software that monitors and restricts access to specific websites and apps.
- Educate About Cyberthreats - Openly discuss online dangers with your children and teach them how to recognize and avoid threats, such as phishing scams and online predators.
- Secure Devices - Ensure devices are password-protected and have up-to-date security software.
- Monitor Online Activity - Regularly check your child's online activity and monitor their social media settings.
- Be Alert for Warning Signs - Watch for signs that your child may be at risk, such as spending excessive time online at night or hiding what they are doing online.
- Speak Up - If you suspect your child is being threatened online, contact your internet service provider or local law enforcement.

By taking these steps, families can enjoy a safe and fun summer while staying protected online.

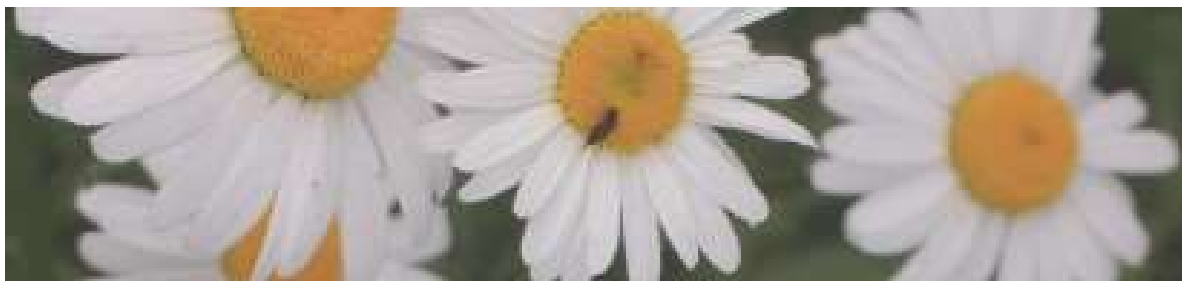
12 Month Pay Program - Sign Up NOW for 25/26

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:

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 or have any questions regarding the program, please send an email to Lynda Sherman at payroll@commrehab.org and Dusty Usher at onboarding@commrehab.org.



Remaining 24/25 School Year 12-Month Payment Dates

School Closure	# of Days Paid	Paid On
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods.	06/10/2025 06/24/2025 07/08/2025 07/22/2025 08/05/2025

\$500 Employee Referral Bonus Program

The busy summer months are here and are the perfect time 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 Manager for more information about the program!

Important *June* Dates

June	<u>National Men's Health Month</u>
June 6th	D-Day Anniversary
June 8th	World Oceans Day
June 14th	Flag Day
June 15th	Father's Day
June 19th	Juneteenth
June 20th	Summer Solstice

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 Manager (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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