

# NOVEMBER 2025

## Human Resources

### Benefit Spotlight - Dental



A healthy smile is an important part of your overall well-being. Scheduling your annual dental checkup helps keep your teeth and gums in top shape and allows your dentist to catch small issues before they become bigger-and more expensive-problems.

Regular exam and cleanings for you and your family can help prevent cavities, gum disease, and even detect early signs of other health conditions, such as diabetes or heart disease. Maintaining good oral health also supports your confidence and comfort every day.

Don't wait until you feel pain to see your dentist -- preventive care is key. Schedule your annual dental visit and keep your smile healthy all year long!

#### Don't have a dentist?

You can find one at [floridabluedental.com/find-a-dentist](https://floridabluedental.com/find-a-dentist).



#### Take advantage of your preventive dental benefits today

Your BlueDental plan covers two regular exams and cleanings a year at little or no cost when you see a dentist in our network.

### 2026 Open Enrollment

Open Enrollment is coming very soon...

Be on the lookout for information coming to your email and also make sure to download the ADP mobile app so you can receive push notifications!



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## Full-Time Status & Benefit Eligibility

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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](mailto:humanresources@commrehab.org)

Thank you for your attention and for all you do!

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## Reminder - 12-Month Payment Dates

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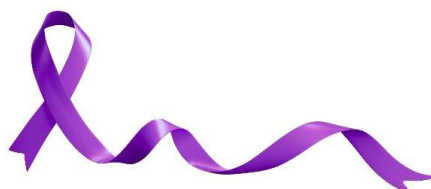
School Closure	# of Days Paid	Paid On

<b>Thanksgiving Break</b>	3 Days	12/09/2025
<b>Winter Break</b>	10 Days	01/06/2026
<b>Spring Break</b>	5 Days	03/31/2026
<b>Summer Break</b>	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

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## National Pancreatic Cancer Awareness Month

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### **Pancreatic Cancer Awareness: Know the Signs, Take Action**

November is Pancreatic Cancer Awareness Month, a time to shine a light on one of the most challenging cancers to detect early. Often called the "silent disease," pancreatic cancer typically shows few symptoms until it has progressed, making awareness and early detection critical.

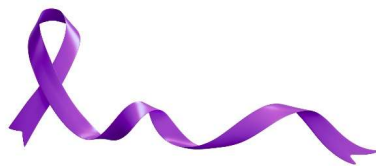
Common symptoms may include abdominal or back pain, unexplained weight loss, jaundice (yellowing of the skin or eyes), loss of appetite, and fatigue. Because these signs can mimic other conditions, it's important to discuss any persistent or unusual changes with your healthcare provider.

While risk factors such as smoking, obesity, diabetes, and family history can increase your chances, anyone can be affected. Maintaining a healthy lifestyle, staying active, and keeping up with regular medical checkups can help reduce your risk.

This month-and every month-let's spread awareness, support those affected, and encourage early screening and research to bring hope and progress in the fight against pancreatic cancer.

**Join us in wearing PURPLE on November 20th!!**

Find information about symptoms, important facts, and much more [HERE](#) at Florida Blue. Find information about different types of pancreatic cancer, stories from survivors, risk and prevention, and much more [HERE](#) at American Cancer Society.



## Important *November* Dates

November	National Alzheimer's Awareness National Diabetes Month
November 2nd	Daylight Saving Time Ends
November 11th	Veterans Day
November 12th	Nurse Practitioner Week
November 13th	World Kindness Day
November 20th	Future Teachers of America Day
<b>November 20th</b>	<b>World Pancreatic Cancer Day WEAR PURPLE DAY!!</b>
November 27th	Thanksgiving Day
November 29th	Small Business Saturday

## HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Dusty, payroll@commrehab.org

401k Information	Amber, humanresources@commrehab.org
<a href="#">Absence Request Form</a>	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.)	Dusty, payroll@commrehab.org
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



Community Rehab Associates, Inc | 3950 3rd St N. Suite D | St. Petersburg, FL 33703 US

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