

Sent: Tue 12/19/2007
From: HUCTW Info
To: HUCTW Membership
Subject: Season's Greetings from HUCTW

Season's Greetings from HUCTW!

Union Week Break

However you and your loved ones spend your Union Week break, we hope you have a safe, relaxing, and enjoyable time (with thanks to President Faust for the extra 1/2 day).

To all of our members working during the break as essential staff in areas including Animal Care, Development, Admissions, Facilities, Health Services, Libraries, IT Departments, HUPD, and others, thank you for all of your hard work in keeping our community safe, healthy, and prosperous!

The Union Week break was first negotiated by HUCTW as a paid winter recess in 2001, and we're happy to say that it has been embraced across the University and continued as an official policy in all subsequent agreements. More detail on the dates of the recess and on how compensation is calculated for part-time staff and staff working during the recess can be found in the Personnel Manual at:

<http://harvie.harvard.edu/policiesandcontracts/union/huctw/manual/huctwmanualpaidtimeoff.shtml#holidays>

The full holiday calendar for the University can be found at:

<http://harvie.harvard.edu/benefits/timeoff/holiday.shtml>

As always, please contact us at 617-661-8289 if you have any questions.

FSA spending deadline

If you are enrolled in a Medical/Dental or Dependent Care Flexible Spending Account (FSA), be sure to spend down your balance by December 31. You can check your balance and get all the necessary forms and info on FSAs at:

<http://harvie.harvard.edu/benefits/healthandwelfare/otherbenefits/flexiblepending.shtml>

AFSCME & AFL-CIO Scholarship Deadlines (and other discounts)

HUCTW members and their children are eligible to apply for scholarships from our national union AFSCME and from the AFL-CIO. These are announced in the publications you receive at home from AFSCME, and also on the AFSCME web site at:

<http://www.afscme.org/members/71.cfm>

Deadlines for 2008 are approaching soon, so check it out now if you are interested.

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