

Sent: Tue 11/18/2008
From: HUCTW Info
To: HUCTW Membership
Subject: Deadline, Workshops, Membership Meeting

To all HUCTW members:

Open Enrollment Deadline

- Tomorrow, November 19 is the deadline for making any changes to your benefits in the Annual Open Enrollment.
- We especially encourage you to consider signing up for Long Term Disability (LTD) coverage, if you have not already done so. Short Term Disability (STD) is part of our benefits package and covers all eligible employees for up to six months, however disability coverage beyond this time is an elective benefit and so you must choose to be covered by LTD to receive any disability coverage after six months.
- We also encourage you to investigate whether or not a Flexible Spending Account (FSA) (which can help save on taxes) would be advantageous to you. The University has an on-line calculator that can help you decide if this program is beneficial for your situation:
<http://harvie.harvard.edu/benefits/healthandwelfare/taxsavings/>

Education Fund Workshops

The Union holds workshops to help members learn about and take best advantage of the tuition assistance programs available to them.

Following are upcoming dates--if you would like to attend, please RSVP to huctw.edfund@huctw.org

in Cambridge: Friday, December 5, 12:00 - 1:30 p.m., at CWD, 124 Mount Auburn Street, Room 3318

in Boston: Thursday, December 11, 12:00 - 1:30 p.m., at the School of Public Health, Kresge 3-212, 677 Huntington Ave

in Cambridge: Wednesday, December 17, 12:00 - 1:30 p.m., at at CWD, 124 Mount Auburn Street, Room 3318

Please RSVP to huctw.edfund@huctw.org to attend this workshop.

TDA Vacation Rollover Workshops

Staff who will reach 10 (or any five year interval over 10) years of service in 2009 will have the opportunity to roll over a limited number of vacation days into a Tax-Deferred Annuity (TDA) account. Workshops will be held to explain this benefit and answer questions.

in Allston: Tues, Dec 2, 1:00 - 2:00 p.m., Harvard Business School, Cumnock 220, 33 Harvard Way

in Boston: Wed, Dec 3, 1:00 - 2:00 p.m., Harvard Medical School, Tosteson MEC 227, 260 Longwood

in Cambridge: Thurs, Dec 4, 12:00 - 1:00 p.m., Harvard Law School, Pound 419, 1563 Mass Ave

Semiannual Membership Meeting

The second semiannual Membership Meeting will take place in December:

Tuesday, December 16

5:30 - 7:00 p.m.

124 Mount Auburn Street, 3rd floor

in the Center for Workplace Development, Room 3314