

HR HEADLINES

"We keep the Human in Human Resources"

October 26, 2009

Issue No. 594

October is a symphony of permanence and change.

-- Bonaro W. Overstreet

Leave of Absence Requests

A Request for Approved Leave of Absence form must be completed for any leave, in excess of ten days, whether paid or unpaid. This form is available in all school offices and on the information rack at the entrance to HR at the central office.



Doctor's certification is required for all medical leave requests (paid or unpaid).



For educational leave, completion of six (6) semester hours of course work per semester is required.

Once you have completed the form, submit it to your principal or supervisor who will forward it to the Human Resources Department. Questions???. Contact Bunnie Stanley at 4595 or email bstanley@wcboe.org.

Lincoln Financial has agreed to extend the Surrender Reimbursement Deadline from September 30, 2009 to December 31, 2009. This will be the final extension of the deadline.



In order to initiate the process, you will need to obtain your most recent statement from the previous provider and any forms that they require to transfer the funds. Your Retirement Consultant will then help complete all forms necessary to get the process started.

To determine who is your consultant please go to the HR website [http://www.wcboe.org/departments/HR/403_\(b\).htm](http://www.wcboe.org/departments/HR/403_(b).htm).



Daylight saving time ends this year on Sunday, November 1st.

Don't forget to turn your clocks back one hour!! And while your doing that why not check the batteries in your smoke detectors.



Employee Attendance Recognition

Guidelines:

Perfect attendance is defined as an attendance record which includes only annual leave as a reason for absenteeism during a given fiscal year.

Employees who achieve perfect attendance during a fiscal year will receive a certificate. The certificate will carry a special notation when an employee realizes multiples of five years perfect attendance (consecutive or collectively).

Employees who are absent for no more than two (2) days per year will receive a certificate for outstanding attendance.



Posted Job Vacancy Announcements

Interim Girls Basketball Coach (UF)
Technology Specialist II (10/29)

Job Vacancy Announcements are posted in every school, at the Central Office, and on the website at www.wcboe.org. See specific vacancy announcements for further details.

Job Hotline 410-677-5299