

THE TREASURER'S TIDBITS

Shawna Jones, Treasurer

Spring, 2016

SCHOOL'S OUT FOR SUMMER

But before you go... here are some reminders

The Treasurer's Office is a busy place in June and July. We close out one fiscal year while preparing for the next. Help us with a few things now to make coming back to work in August smoother.

Please close all sales potentials for the current school year. If you will be a club advisor for 2016/17 school year, prepare your Goals and Purpose statement now and

submit to your principal so that you will be in business when school resumes.

Please review account status reports you may have received

and contact Kay if you find any discrepancies.

Complete the technology loan agreement with Tech Department if you are taking **ANY** technology home for the summer.

Turn in requisition requests to your building principal for 2016-17 classroom

supplies. Do this now and your supplies should be available when school resumes.

Have fun!!

DID YOU KNOW?

THE FISCAL YEAR IS FROM

JULY 1ST THROUGH

JUNE 30TH

FMLA

Fast Facts about Family Medical Leave Act

- Provides eligible employees up to 12 weeks of unpaid, job-protected leave for:
 - ✓ Birth of a child
 - ✓ Adoption of a child
 - ✓ Care for an immediate family member
 - ✓ Serious health condition of employee
- FMLA does not guarantee PAID time off (only unpaid); however, if eligible employee has accrued sick and/or vacation time, the employee is required to use that concurrently (at the same time)
- An eligible employee is defined as:
 - ✓ An employee who has worked 12 months prior to leave;
 - ✓ Has worked 1,250 hours during that same 12 months
- The employee must provide a Certification from the Health Care Provider
- Employer must maintain the eligible employee's pre-existing group health insurance coverage during the leave (the employee must also continue to maintain employee contribution)
- At conclusion of leave, the employee must be returned to same or equivalent position

HEALTHCARE OPEN ENROLLMENT

Important dates are:

May: watch your email for reminders

June 1st – June 30th: Open Enrollment period

July 1st: effective date for coverage