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**BENEFITS:**

Benefits Summer Enrollment Ends July 20

Summer enrollment is in full swing, and our benefits team is ready to help you! Don't miss out on your chance to review and update your benefits, or just simply change your address.

Questions? Contact our team directly at 855-878-7650 (option 2), or email us at HRBenefits@untsystem.edu.

Benefits Summer Enrollment:

- **UNT HSC**: July 8-20, 2019
- **UNT Dallas**: July 8-20, 2019
- **UNT System Administration**: July 8-20, 2019

*A detailed breakdown of FY 20 rates and coverage is available on the ERS site.*
TRAINING:
Conducting Successful Meetings & Decision Making Skills (Webinars)

*Conducting Successful Meetings (Webinar) – July 19, 12:00-1:00 PM  CSM19*

We all carry the battle scars of past meetings that were unproductive, arrived at no solutions, and catered only to the most dominating voices in the room. But a well-planned meeting, involving the right people and the right purpose, can drive your team toward new achievements and can even be enjoyable. Make the most of everyone’s time by designing a meeting that solicits engagement, action, and personal accountability from each participant.

Topics include:
- Setting up a time, place, and agenda
- Running the meeting
- Following through on what was discussed
- Handling difficult meeting members

*This webinar is hosted by our Employee Assistance Program, Alliance Work Partners.

**REGISTER TODAY!**

*Decision Making Skills (Webinar) – July 23, 12:00-1:00 PM, DMS19*

Skills of compromise and collaboration are essential to workplace problem-
solving and conflict resolution. Prevent ambiguity, and redirect teams toward the positive results that come from making direct decisions. This workshop is designed to assist an established work group strengthen their team dynamic.

Topics include:

- Your personal commitment to goals and goal setting
- Respectful strategizing
- Characteristics of a strong team
- Possible barriers to communication

REGISTER TODAY!

Questions? Email the Organizational Development & Engagement team at ODE@untsystem.edu.

SICK LEAVE POOL:

What is it & How Does it Work?

Did you know UNT System has a Sick Leave Pool available for employees to use when they have exhausted their accrued vacation and sick time? Did you also know that you can donate your unused sick time to another team member (or for general need)?

How do You Qualify to Use Sick Leave Pool Hours?

- Employees who have first exhausted all eligible accrued vacation, sick and compensatory time
- Employees who suffer or have immediate family members who suffer a catastrophic injury or illness that causes the employee to use all accrued leave.
Employees utilizing the Family and Medical Leave Act

Employees who are meeting job requirements and observing work rules

Employee who are eligible to accrue and use sick leave

PLEASE NOTE: Employees who have filed a Workers’ Compensation claim are NOT eligible to use the sick leave pool.

How Can You Request Sick Leave Pool Hours?

- Complete the Sick Leave Donation Recipient Form and send it to the HR Benefits team: Fax: (940) 369-5530, Email: FMLA@untsystem.edu
- Employees may receive a lifetime maximum of 90 working days from the sick leave pool.
- Medical updates are required every 30 days and upon request while employees are using sick leave pool.

How to Donate Sick Leave to the Sick Leave Pool

- Employees may make voluntary contributions of accrued sick leave hours to the sick leave pool at any time using the Sick Leave Pool Donation Form.
- Employees who are terminating or retiring may designate the number of accrued sick leave hours to be donated to the sick leave pool prior to the last day of employment.
- If you are interested in donating sick leave to a specific co-worker, contact a Benefits Coordinator, 855-878-7650 (option 2), from 8 a.m. to 5 p.m., weekdays.

Questions? Contact our HR Benefits team at 855-878-7650 (option 2), from 8 a.m. to 5 p.m., weekdays.

Miss an issue of HR Highlights? Find the archived issues here.
Questions?

Do you have a question for the UNT System HR team that you would like to see answered in an upcoming issue of HR Highlights? Submit your questions to AskHR@untsystem.edu.