

April 28, 2020

Hi Everyone,

As we work through next steps in efforts to reopen services with assurances of social distancing and approvals from the Ohio Department of Developmental Disabilities and the Ohio Department of Health, we are reviewing the short term actions we can take to place us in a good position to resume services. One of those is management of our staffing expenses which includes paid **vacation time** and **benefits enrollment**.

Vacation

In order to limit extensive vacation absences and the possibility of having to deny vacation requests during the second half of 2020, we are going to **require** that most employees **take a certain amount of your accrued vacation** between now and June 9th. We will take into account your year's remaining vacation hours and your current work schedule/requirements. Outside of special circumstances of some (i.e. new employees, employees returning from leave of absence, group home staff, etc.) this will apply to all employees. **Your supervisor will be in touch with you this week** to offer you details on your use of vacation. We appreciate your understanding of this request.

Benefits

If the COVID-19 interruption to our operation would not have occurred, we would have enrolled for the new benefits plan year in April that would have gone into effect on May 1st. Instead, we will now hold **benefits open enrollment** for all staff from **May 6th through May 18th** for a plan year that will become effective June 1, 2020. **Bob will be sending full details and instructions later this week via email so please be sure to watch for his message.**

Agency Updates

Congratulations to UCP's Brittany George! Brittany recently graduated with her Bachelors of Science Degree in Nursing from Ohio University and has been promoted to Nurse Manager! We have depended greatly upon Brittany and her staff during these last several weeks and she has done an outstanding job!

I have heard that several LeafBridge staff are learning sign language and Nikki Pritt is contributing her fun online video instructions! We appreciate their initiative to learn a skill that can make a tremendous difference in the quality of LeafBridge services. I would encourage others, especially those who are not working right now, to learn not only sign language but perhaps a foreign language. This, too, could widen the scope of UCP's services. I found free online trainings for both for anyone who may be interested:

- Foreign language - www.duolingo.com
- Sign language - <https://www.gallaudet.edu/asl-connect/asl-for-free>

Continue to take care. As always, if you have any questions, please be in touch with Beth (216-534-9960), Trish (440-454-1363) or your supervisor.

Thank you,

Trish and the Leadership Team