

December 2, 2024



### Holiday Refresh from Stress

The holidays can be a joyful yet hectic time. That's why FSAP and Healthy Emory are excited to bring you [Holiday Refresh from Stress](#)—a simple and fun way to recharge and find balance during the season. The program officially started on November 18, but it's not too late to join! Join now for weekly tips, quick activities, and stress-relief exercises designed to help you stay calm, connected, and energized throughout the busy holiday season. Plus, by joining, you'll earn raffle entries for a chance to win one of our weekly prizes or our bonus prize!

Find out how to participate [here](#).



### Holiday and Winter Recess Schedule

As a reminder, Emory University closes most academic and administrative offices for [Winter Recess](#), the three days between the Christmas, and New Year's holidays. Here is the schedule:

#### Christmas:

Tuesday, December 24  
Wednesday, December 25

#### Winter Recess:

Thursday, December 26  
Friday, December 27  
Monday, December 30

#### New Year's:

Tuesday, December 31  
Wednesday, January 1

*The university will reopen for regular business on Thursday, January 2, 2025.*



### Award of Distinction Applications Opening Soon!

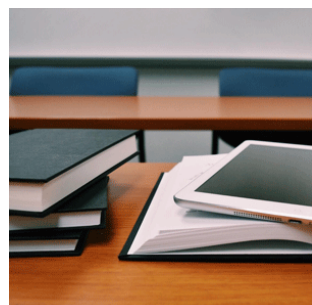
Do you know an exceptional staff member? The 2025 Award of Distinction **applications will open in early January**. The Award of Distinction Program is the highest award for university staff which annually recognizes 10-15 employees who have made outstanding contributions to the Emory community.

Start preparing your nominations. Learn more about the nomination process and eligibility [here](#).



### Emory Pride Employee Network December Social

Join the Emory Pride Employee Network (EPEN) on **Monday, December 9, 4:30-7:30 pm** at the Miller-Ward Alumni House for an opportunity to celebrate with your LGBTQ+ colleagues over the holidays. Assorted appetizers, beer, wine and mocktails will be served. As part of this event, EPEN will be collecting items for [Sisters with a Voice](#), a women's program of AID Atlanta. [Register](#).



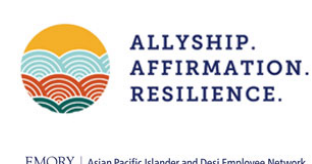
### Upcoming Key Dates for the Tuition Reimbursement Program

Employees eligible to participate in the [Tuition Reimbursement Program](#) may begin utilizing the benefit at the beginning of the Academic Session following eligibility. To ensure the application is processed correctly and timely, participants should list the "course start date" that best corresponds to the Emory University Academic Session date.

#### Academic Session Dates for AY 2025:

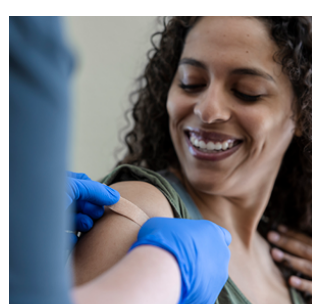
- Spring Semester (SS) begins January 13, 2025
- Summer Session I (SS1) begins May 19, 2025
- Summer Session II (SS2) begins June 30, 2025

For more detailed information about the Tuition Reimbursement Program such as eligibility requirements, contact the Benefits Department at [hbenef@emory.edu](mailto:hbenef@emory.edu), call 404-727-7613, or click [here](#).



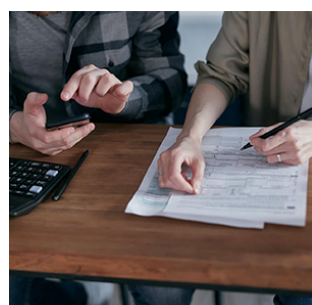
### APIDA in the Workplace

Emory Asian Pacific Islander Desi Employee Network (eAPDEN) invites you to a special session with licensed psychologist, Dr. Jane Yang, on **December 16 from noon - 1:00 pm**. Dr. Yang will address the unique challenges faced by APIDA individuals in the workplace, the impact on mental health, and the role of culture in shaping workplace dynamics. She will also share self-care strategies for navigating these challenges. [Register](#).



### Get Your Flu & COVID-19 Vaccinations

Getting the flu and COVID-19 vaccines (shots) is the best way to reduce your risk of getting sick and spreading it to others. Emory employees on an Emory medical plan can receive flu and COVID-19 vaccines at **no cost** at in-network locations or through participating pharmacies. [Learn more](#).



### Get Your 2024 Tax Forms Online

If you would you like to get your 2024 tax forms (W-2 and 1095-C) online, [log into Self-Service](#) and consent to receive them electronically no later than **11:30 pm on Monday, January 13, 2025**. [See instructions](#).

**If you have previously consented to receiving your tax forms online, you do not need to do it again.** If you do not consent to receive your forms online, they will be mailed to your home address. Please verify that your home address is listed correctly in [Self-Service](#) by reviewing the information in the *Personal Information* tile.



### Introducing Neura Health: A virtual neurology clinic

Emory employees and their covered dependents age 14+ with an Emory Aetna medical plan can now access Neura Health, a virtual neurology clinic that offers video appointments with neurologists and sub-specialists within just one week! If you're living with conditions like migraine, concussion, sleep issues or undiagnosed neurological symptoms, Neura Health is ready to help. Their comprehensive care includes online messaging with the care team, prescription medications, and referrals for imaging, labs or other in-person treatments if needed. Get more information and book an appointment within minutes on [neurahealth.co/emory](https://neurahealth.co/emory).

To learn more, join one of these informational webinars:

- December 5, 2024, 1:00 pm; [register](#)
- December 10, 2024, 8:30 pm; [register](#)

## Webinars, Workshops, and Training

### Dec 3 Help Your Children Stay Calm Over the Holidays

**Noon-1:00 pm, virtual**

Ask any parent during the holidays if they're stressed, and the answer is likely, "Yes!" Amid the hustle and bustle, it's important to help children feel safe by preparing them for routine changes and managing expectations. This session provides practical tools and solutions for navigating the holiday season with kids. [Register](#).

### Dec 3 Addressing Microaggressions

**10:00 am-11:30 am**

The Diversity and Inclusion Education and Outreach (DIEO) team is offering "Addressing Microaggressions." This course helps employees recognize, unpack, and address subtle harmful behaviors through real-life scenarios and interactive discussions, highlighting their impact on individuals and the workplace.

You can learn more about each course by visiting the [online calendar](#).

To register, log into [PeopleSoft/Self-Service](#) and select the *Learning Management* tile, then, click on the *Learning Management-Brainier* tile and search for the course title.

*If you see that a training course you would like to attend is already full, please **JOIN THE WAITLIST!** Bonus sessions are often provided for popular courses. Joining the waitlist ensures we know 1) when to offer an additional opportunity and 2) to send you an invite or update on any openings.*

### Dec 11 Cultivate Gratitude & Spirituality with Kids of All Ages

**11:30 am-12:30 pm, virtual**

This session explores gratitude and spirituality, offering practical techniques to help children develop thankfulness and spiritual awareness. Engage with other parents, ask questions, and discover ways to foster a deeper connection for your child to themselves and the world. [Register](#).

## News from Around Campus

- Faculty and Staff Appreciation Week is coming up at the Barnes & Noble Emory Bookstore, **December 9 – December 13!** Emory faculty and staff will receive an **extra 10% off their purchase**, on top of the already existing 10% discount they get as an Emory employee. Visit the bookstore at 1380 Oxford Road. Discount only valid on in-store purchases.
- Join Emory International Student and Scholar Services (ISSS) for the **Intercultural Communication and Leadership 3-part series**. The first session, "Cultural Self Awareness", is on **December 4 from 1:00 pm – 2:30 pm**. Learn more about program dates, details, and registration [here](#).
- Learn how **Generative AI** can simplify event and training planning with this webinar on **December 10, from noon - 1:00 pm**. Discover how AI tools like ChatGPT can help with schedules, guest lists, creative ideas, and personalized itineraries. Register [here](#).



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EMORY UNIVERSITY HUMAN RESOURCES

#### ADDITIONAL LINKS AND RESOURCES

[Human Resources Website](#)  
[Faculty Staff Assistance Program](#)  
[Benefits and Worklife Department](#)  
[Healthy Emory](#)  
[Employee Discounts](#)  
[Blomeyer Health Fitness Center](#)  
[Emory Alliance Credit Union](#)  
[Emory News Center](#)

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