Inside this issue:

Upcoming Events 1
Winter Break Closure Info and Workforce Entry 2
Nicole J. Phillips 3

Upcoming Events

Dec 25th - Jan 1st  Winter Break Closure
January 10  Nicole J Phillips (Kindness in the Workplace) - Walter Hall Rotunda from 1:30 pm—3:00 pm
January 15  Martin Luther King, Jr. Day—Holiday Observed
January 18  Classified Senate Meeting - Baker 235 from 10am—12pm
February 15  Business Forum - HRTC 141-145 at 10am
Winter Break Closure Information
December 25, 2017 - January 1, 2018

- 12/25 - Christmas Observed
- 12/26 - President’s Day Observed
- 12/27 - Winter Break Closure
- 12/28 - Winter Break Closure
- 12/29 - Winter Break Closure
- 1/1 - New Year’s Day Observed

1/2—Return to work

Listing of ALL Classified Employees REQUIRED to submit vacation for 12/29/17
https://www.ohio.edu/hr/benefits/pto/upload/Classified_NBU_Employees_to_Use_Vacation_WBC_2017.xlsx

Guidelines for Vacation and Winter Closure Time
https://www.ohio.edu/hr/benefits/pto/upload/Winter_Break_Closure_Guidelines_11-10-2016.pdf

How to Enter in Time in Workforce (dates are not correct but time allocation is)
Nicole J. Phillips is a champion for using kindness to overcome all of life’s difficulties, including her own battle with breast cancer. She spreads the message of the healing power of kindness through her newly released podcast, book, and weekly column, “Kindness is Contagious” which runs in newspapers in North Dakota and Minnesota. Nicole has her Broadcast Journalism degree from the University of Wisconsin and has worked as a television anchor and reporter in Milwaukee, Wisconsin, Madison, Wisconsin and Fargo, North Dakota. As Miss Wisconsin 1997, she spent the year touring the state talking to kids and adults about overcoming crisis. Nicole lives in Athens, Ohio, has three children and is married to Ohio University Men’s Basketball Coach, Saul Phillips.