

# BENEFIT BREAKDOWN

THE OFFICIAL NEWSLETTER OF BROOKS BENEFITS & WELL-BEING

## NEWSLETTER SUMMARY



### PAID LEAVE

Paid leave is time that you can use for FMLA, personal time, and holidays. PL is accrued based off of your worked hours each pay period, meaning it may vary each pay period if you do not have set hours.

Included in your accrual rate is also the six recognized holidays. If your office is closed for that holiday then paid time will be deducted from your PL bucket, but if you work that holiday or it falls on a weekend, then the hours remain and you can still take time off at a later date. Page 2 has additional information on our paid leave program.



### COMPASSION FATIGUE

As we continue navigating through another new year of challenges, we want to share a few resources regarding compassion fatigue. Recently one of our HR employees was kind enough to share an experience they had while speaking with their family member about the fatigue they are experiencing as a clinician. We know patient care is your top priority day in and day out so we want to make sure you have the resources needed to care for yourself as well.



### MENTAL HEALTH FIRST AID SESSIONS

As part of a nationwide effort to reduce stigma we wanted to offer you an opportunity to join two free, one-hour 2022 Mental Health First Aid (MHFA) seminars being hosted by NFP. These sessions are available to you and your family.

One session is geared towards adult mental health, the other is geared towards the mental health of our youth. Links and QR codes to register are located on page 4.



**We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking paid time off. Time off under this policy includes extended time off, time for a vacation, and incidental time due to sickness or to handle personal affairs.**

### Corporate Holidays

Brooks includes hours to cover 6 corporate holidays per year into your paid leave accruals. If your department is closed for the recognized holiday, your paid leave will be used to cover that day for you automatically. If you work on the holiday, then you are free to use those hours on a different day.

If the holiday falls on a weekend then those holiday accruals will remain in your bucket and you are free to use those hours on another day. The 6 recognized holidays are, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

### PL Cash Out

Brooks allows two cash-out opportunities per year, one in July and another in December. Brooks also allows a rollover of 160 hours each year. Information on how to cash out your Paid Leave hours will be sent to your Brooks email the month prior along with the link to the form that you will need to submit electronically. You may cash-out up to 40 hours of Paid Leave, but cannot have less than 40 hours remaining in your bucket after the cash out.

### How much paid leave do I accrue each pay period?

All paid leave accrual tables can be found on our Brooks Benefits website at <https://brooksbenefits.org/paid-leave/>

Accrual rates shown are for full time employees (80 hours per pay period). Employees working less than 80 hours earn paid leave at a pro-rated amount based on the hours worked. To find your accrual as a part time employee you can use the accrued amount on the table, divide by 80 and then multiple that number by hours worked.

### Where can I check my paid leave balance at?

You can review your PL balance on Oracle under Me > Personal Leave > Absence Balance. Once in this screen you can hit details to see your accrual per pay period. If you have questions about your paid leave, please email [Brooks.Benefits@brooksrehab.org](mailto:Brooks.Benefits@brooksrehab.org).



Over the holiday, I spoke with a relative who shared with me that after 38 years as a nurse, she had never experienced anything like 2020. Never before, had my Aunt been faced with such an uphill battle of keeping people safe and continually providing care to this volume of sick patients.

As 2020 came to a close, we were all met with another year of unparalleled times. My Aunt reflected back on the year and she said something that really stuck in my brain. She said that, without even knowing it, she found herself becoming detached from her day-to-day. She explained that after seeing case after case of COVID patients, she found herself becoming jaded and found herself, on several occasions, thinking negatively about a patient and even placing blame on them for being in their current situation. Knowing my Aunt, this was never like her. She has always been someone in my family who continually looks for the good in people and encourages others to act in kind.

This conversation really got me thinking about many of my friends who also work in healthcare and how COVID has caused many of us to feel exhausted, frustrated, angry, and in many cases depressed with what can sometimes feel like a never-ending battle. All of us are longing for the return of normalcy.

As I started to research this phenomenon, I stumbled upon an article titled: **Stress and Dehumanizing Behaviors of Medical Staff Toward Patients**. Within this article, a study involving 96 nurses had been conducted to examine the impact of stress on dehumanizing behaviors.

If you're interested in learning more on the study, follow the link below. In short, the findings lead to the conclusion that stress experienced in the work setting can have an effect on dehumanizing practices in medicine. The repeated stressors of caring for others without taking the time to care for ourselves can and ultimately will lead to Compassion Fatigue. Simply put, if we don't take care of ourselves, how can we possibly care for others?

Below are a few resources to learn more about Compassion Fatigue that includes a free self-assessment and helpful ways to aid in achieving mental wellness.

Study information taken from: <https://pubmed.ncbi.nlm.nih.gov/30632115/>

You are not alone: <https://compassionfatigue.org/index.html>

Additional Resources and Pocket Card: <https://proqol.org/>

TEDx Talk on Compassion Fatigue: <https://youtu.be/7keppA8XRas>

MetLife/Lifeworks EAP: <https://metlifeeap.lifeworks.com/>

## Mental Health First Aid Sessions to Support Adults and Youth



### Identify. Understand. Respond.

As part of a nationwide effort to reduce stigma and offer you tools to help with a mental health problem or crisis, Our insurance broker, The Bailey Group an NFP company, is pleased to invite you to join a free, one-hour 2022 Mental Health First Aid (MHFA) seminar on Tuesday, May 10, (Adult Focus) and Thursday, May 12 (Youth Focus) during Mental Health Awareness Month!

During these one-hour MHFA seminars, you'll learn how to properly support coworkers, friends, family and youth at the early stages of mental health challenges and crises, including during a suicidal episode, and address them safely and responsibly.

Register for each one-hour session below and learn how you can empower well-being in your community. Additional flyers included for each individual session.

#### HOW TO REGISTER FOR THE ADULT SESSION

Tuesday, May 10, 2022

Noon - 1:00 p.m. ET

Visit <https://go.nfp.com/mhfa-adult>  
or scan this code with your phone!



#### HOW TO REGISTER FOR THE YOUTH SESSION

Thursday, May 12, 2022

Noon - 1:00 p.m. ET

Visit [go.nfp.com/mhfa-youth](https://go.nfp.com/mhfa-youth)  
or scan this code with your phone!



Back for a new season of Games!

# FIRST COAST GAMES

PLAY HARD • WORK BETTER • LIVE WELL



## SIGN UP TODAY!

First Coast Games has returned and it is time to sign up for our team!

Sign up [here](#) to join the Brooks Rehabilitation team.

When you get to the site scroll down until you see the Brooks Rehabilitation logo, click on the logo and then Register!

If you have already created an online account, you can sign in [here](#). If you've forgotten your password, you can click on the [Forgot your password](#) link.

**If you are not a Y member and have not registered for programs within the last three years, you'll need to sign up as a first time user to create a new account.**

Click on the "Sign Up" link in the upper right hand corner.

This will take you to a page where it asks you to pick a location to "join" and it asks you about your annual household income. You can choose any branch and then pick Decline Income Pricing.

The next screen will take you to Membership Options. Scroll to the bottom of the page and click the Non-Member option. Please enter all the required information.

Once you have created your account, click register for programs. On the next page, type your company name in the program search box, then click the First Coast Games Teams link. Select Brooks Rehabilitation and continue with the registration process.

After you sign in or create your account and resume the registration process, you will be prompted to select the individual on your account that you are registering. Click next to the employee that is registering for First Coast Games.

You will need to accept our Waiver, Release, and Indemnification Agreement and click NEXT.

Select your T-Shirt Size and click NEXT.

Review your registration and click CHECK OUT.

Your registration is complete! You will be directed to a page that where you can print a receipt, and a registration confirmation will be sent to the email address you have on file.

**NOTE: ALL PARTICIPANTS MUST PROVIDE PROOF OF EMPLOYMENT AND IDENTIFICATION PRIOR TO PARTICIPATING IN EACH EVENT.**

We are also tracking what sport each employee wants to compete in, select your sport [here](#) and a team captain will reach out regarding that sport.