



**December 2022**



## **Resubmit Leave Requests**

Reminder for action with the new portal migration.  
Future leave requests did not transition to self-service.

Please RESUBMIT leave requests for re-approval of all time from November 1, 2022 and beyond.

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Meet with Paul Mariconda, 403b AIG Sr. Financial Advisor, to discuss 403b retirement account options for new and current employees.

[In-person](#) and [Virtual](#) meetings available to schedule.

Contact [Paul.mariconda@aig.com](mailto:Paul.mariconda@aig.com) for other meeting options.

Contact OCCC HR Benefits at ext. 7808 or ext. 7569.

**403b**

## **Retirement Questions**

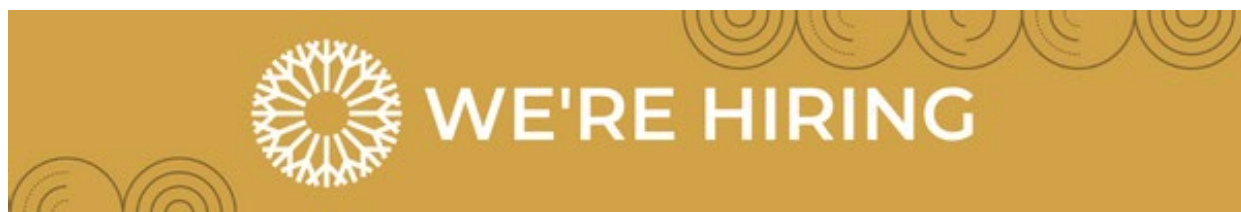
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## **Holiday Schedule**

Winter Break  
Campus Closure

December 23-January 2

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[Physical Science Lab Assistant](#)

[Grants/Contracts Accountant](#)

[Student Computer Lab Assistant](#)

[TRiO Transition Coach](#)

[www.occcjobs.com](http://www.occcjobs.com)



#### **Current Workshops**

What is DEI?

Multiple options to fit your schedule.

Effective Communication

Visit HR Professional Development for  
more details.

Civility

Civility: Stop the Gossip

[\*\*Limited Space Enroll Now\*\*](#)



**Larry Blackmon** - Maintenance Mechanic

**David Trujillo** - Electrician

**Sydney McCollough** - HEPR Division Secretary

**Rebecca (Becky) Wilson** - Administrative Coordinator - Human Resources

**Colin Layne** - TRiO Program Coordinator - EOC/GRIT

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## **12 Days of Tips**    Practical strategies to help you thrive during this holiday season.

- [Reflect on what's important](#)
  - [Holiday budgeting](#)
  - [Holiday savings tips](#)
  - [Dealing with holiday stress](#)
  - [Make the holidays your own](#)
  - [Holiday safety](#)
  - [Staying healthy for the holidays](#)
  - [Helpful hints for holiday eating and drinking](#)
  - [When you're not going home for the holidays](#)
  - [Parenting during the holidays](#)
  - [Seasonal affective disorder \(SAD\)](#)
  - [Finding peace during the holidays](#)
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# Celebrate with ease

## Your resource for a stress-free holiday season

Whether your calendar is filled with festivities, solitude or some of both, the holidays can cause a range of emotions and added strain for you and your loved ones. The Holiday Toolkit is here to help with:

- ❄️ **Self-care.** Tips and tools for stress management, relaxation and resilience.
- ❄️ **Budget.** Financial resources, calculators, worksheets and consultations.
- ❄️ **Work-life balance.** Referrals for child, elder and pet care to accommodate holiday schedules.
- ❄️ **In-the-moment support.** Confidential access to licensed clinicians 24 hours a day, 365 days a year.



[www.eaptoolkit.com/holiday](http://www.eaptoolkit.com/holiday)



# EMPLOYEE ASSISTANCE PROGRAM

Six free, confidential face-to-face sessions or unlimited phone counseling - for you and your family!

OCCC EAP provider: SupportLinc

[Supportlinc@curalinc.com](mailto:Supportlinc@curalinc.com)

[www.supportlinc.com](http://www.supportlinc.com)

**Access Code:** occc

1-888-881-5462

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