Every day, Penn spirit shines through on many levels. Through actions large and small, the Penn community continues to produce outstanding education, research, and public service locally and around the world.

Basic acts over time can lead to significant results. Kind words between coworkers build an overall culture of care and respect. Detailed daily observations and research lead to ground-breaking discoveries. Routine choices reinforce healthy habits and overall wellbeing at work and at home.

Because Penn’s mission requires a range of activities, we value the diverse professional talent of Penn’s faculty and staff. At every level, your effort makes a difference, so we encourage you to participate in our upcoming personal and professional development activities like Square Up Your Savings, a biometric screening, and our work-life workshops.

Whether you create learning environments where students can focus on their studies, you’re involved in cutting edge cultural or scientific exploration, or you provide the operational support that makes it all possible—the Division of Human Resources offers benefits and services to help you continue to do your best and be your best.

Sincerely,

Jack Heuer, Ed.D., Vice President for Human Resources

Take a Break to Nurture Your Work-life

Work-life integration is an ongoing process. It works best when you make time and space to focus on where you are and where you would like to be. To that end, Penn invites you to take a break at Nurturing Work-Life Integration as a Deliberate Practice: An Experiential Retreat, November 8 from 1:30pm, in Houston Hall. Reserve your place at this free special event by registering online at www.hr.upenn.edu/events.

Hosted by Mindfulness Leader Jennifer Schelter, this experiential retreat will guide you through practical strategies to nurture your wellbeing through movement, writing, and meditation.

You don’t need to be a “yoga person” or an experienced mediator to benefit from Nurturing Work-Life Integration as a Deliberate Practice. Jennifer Schelter has lead and facilitated coaching conversations for authentic growth and wellbeing for a range of professionals from Wharton Advanced Management Program participants to social workers to best-selling novelists.

Jennifer possesses the combination of experience and formal education that enables her to connect and enrich the lives of a very heterogeneous audience ranging from the skeptical first timer to the very experienced practitioner. I highly commend Jennifer for her gift in bringing Yoga to life to help others find a greater sense of self, purpose and appreciation of our collective humanity.” —David Hockman, Senior Director, Global Partnership and Loyalty Programs, Wharton Executive Education

Learn more about Jennifer Schelter at jenniferschelter.com.

Register for online for Penn’s Work-Life Integration as a Deliberate Practice retreat at www.hr.upenn.edu/events.

Wellness Program Highlights:

- From expert nutrition and weight loss advice to exercise and disease prevention strategies, we can help you embrace a healthy lifestyle. For a complete list of workshops and to register, visit our website at www.hr.upenn.edu/work-life or contact: Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

- Start this year’s Be in the Know wellness campaign with your free and confidential biometric screening, which measures your blood pressure, blood sugar (glucose), and non-fasting total and high-density lipoproteins (HDL) cholesterol. The new fasting option also includes low-density cholesterol (LDL), and triglyceride results. You can earn up to $300 for being in the know and taking action for wellness.

Quality of Work Life Workshop Highlights:

- Three free workshops offer information and support for your personal and professional life challenges. For a complete list of workshops and to register, visit our website at www.hr.upenn.edu/work-life or contact Human Resources at 215-573-2471 or qowl@hr.upenn.edu.

- Many people are unprepared to face the complex issues associated with caring for an aging loved one, but planning proactively can ultimately result in better choices and outcomes for elders and their caregivers. This seminar will address challenges faced by caregivers and resources available to provide adequate supports and effective and proactive management of caregiving responsibilities.

Professional and Personal Development Program Highlights:

- Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources. See a complete list of programs and to register, visit our website at knowledge@link.upenn.edu or contacting Learning and Education at 215-898-3400.

- In this interactive workshop, participants will learn about the most common business documents such as proposals, reports, and agendas.

- View recent and archived issues online, and sign up to receive the email version of Penn@Work when you visit www.hr.upenn.edu/newsletters/penn@work.
Learn, Earn, and Square Up Your Savings

What’s more fun than a video game? An online game that gives you the opportunity to win real prizes while learning money-saving tips! As part of Penn’s Retirement Security Week programming, we’ve partnered with TIAA to invite you to Square Up Your Savings now through November 16, 2017.

Visit www.squareupyoursavings.org/suys/c/UPENN/1 to play.

Square Up Your Savings will challenge you to complete 10 savings missions. Along the way you will build financial savings know-how and discover strategies to help get or keep your savings on track.

You can’t lose at Square Up Your Savings. In fact, you could win an iPad Mini just for playing. Plus, you’ll gain valuable financial literacy to support your retirement security.

Every time you complete a Square Up Your Savings mission, you will earn a square to place on the Penn campus map where you think the virtual hidden savings might be. The more squares you earn, the more chances you’ll have to lay claim to the hidden savings and win!

At the end of the challenge, the locations of the virtual hidden savings and the corresponding winning squares will be revealed!

For game details visit www.squareupyoursavings.org/suys/c/UPENN/1.

Go to Penn’s Saving for Retirement website at www.hr.upenn.edu/retirement for details about retirement plans any time.

MY FUTURE

Holidays Reminder

In spite of the recent warm weather, fall and winter holiday season is approaching. To help you plan for the upcoming months, here’s a reminder of Penn’s holiday observances.

The University will observe the following holidays:

THANKSGIVING  
Thursday and Friday, November 23 & 24, 2017

CHRISTMAS DAY  
Monday, December 25, 2017

NEW YEAR’S DAY  
Monday, January 1, 2018

MARTIN LUTHER KING, JR. DAY  
Monday, January 15, 2018

MEMORIAL DAY  
Monday, May 28, 2018

Special Winter Vacation

Each year, the President, Provost and EVP assess the feasibility of observing Penn’s traditional Special Winter Vacation. Based on this assessment, the Special Winter Vacation granted to faculty and staff will be December 26, 27, 28, and 29, 2017.

For a complete list of this fiscal year’s holidays and details on policies regarding work over Special Winter Vacation, visit the Almanac at www.upenn.edu/almanac.

MY HEALTH AND WELLBEING

It’s Flu Shot Season!

Penn faculty and staff can prepare for flu season with a free influenza vaccine on-campus at one of the November flu vaccine clinics sponsored by Human Resources.

Pre-registration is required for these events. Visit www.hr.upenn.edu/flu to register online. Please bring your PennCard with you to the clinic.

TUESDAY, NOVEMBER 14
9am – 1pm
Morris Arboretum

MONDAY, NOVEMBER 20
9am - 2pm
Houston Hall, Bodek Lounge

Flu Shots Earn Points for Be in the Know

Benefits-eligible faculty and staff will earn 10 Bonus Action points for Be in the Know when they receive a flu vaccine. For more information, visit www.hr.upenn.edu/beintheknow.

In accordance with the Affordable Care Act, Penn employees do not need to pay up front for flu shots and seek reimbursement from their insurance plan.

For more information about the upcoming flu season, visit www.flu.gov/flu.

HR CALENDAR

Programs and Events
Visit www.hr.upenn.edu/events for details.

October
16  Mindfulness Monday: From Mind Full to Mindful
17  Guided Meditation: Take a Breath and Relax
Money at Work 1: Foundations of Investing
Money at Work 2: Sharpening Investment Skills
Webinar: Surviving and Enjoying the Six Stages of Parenthood

18  Financial Freedom: Strategies for Reducing Debt and Saving More
Strategies for Work-Life Integration
Timeline to Retirement

ZUMBA
20  Models of Excellence Nominations due
Guided Meditation: Take a Breath and Relax
21  Penn Family Day
23  Flexible Work Options
24  Gentle Yoga
26  Plan Ahead: Strategies for Caregivers
TED Talk Tuesday: How to Speak Up for Yourself

27  October Wellness Walk
30  Healthy Eating 101: Tips for Kids and Adults

November
1  Successful Email and Other Writing
Spin Class
7  Caregiving and the Holidays
Gentle Yoga
Guided Meditation
14  Flu Vaccine Clinic at Morris Arboretum
STEP UP: Introduction
15  Chair Yoga
ZUMBA
20  Flu Vaccine Clinic at Houston Hall
Mindfulness Monday
21  Last Biometric Screenings for the Fall Term

Visit www.hr.upenn.edu/newsletters/penn@work or follow us on Twitter @CareersatPenn