



# 4 Your Benefit!

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WEEKLY UPDATES FROM THE DEPARTMENT OF ISU STAFF BENEFITS

## Weekly Special Points of Interest :

- New Voluntary Sick Leave Transfer Guidelines
- Fitness Tips for the Fall Months

## New Sick Leave Transfer Option

All full-time, benefits eligible ISU Employees are now able to transfer up to two weeks of sick leave to another regular, benefits-eligible employee, when another employee has exhausted all of their sick leave, convenience day (if applicable), and vacation time due to an extended illness.

### 4 Things you should know:

1. **A potential donor must:** Be a benefits eligible employee, must leave a minimum balance of at least two weeks of sick time for their own personal use, and fill out the "Voluntary Sick Leave Donation Agreement" on the Staff Benefits website.
2. **A potential recipient must:** Be a benefits eligible employee who has exhausted all accrued leave balances, applied and been approved for FMLA, or if not eligible for FMLA, be able to provide medical information from a healthcare provider showing the need for the time off.
3. **HR Benefits will:** Verify FMLA status, or medical necessity if not eligible, verify the available sick leave balance and approve the transfer, and forward to Payroll for processing.
4. **ISU Payroll will:** Make the actual transfer of time by reducing the donor's time and increasing the recipient's time.

For a complete listing of guidelines regarding this voluntary option, please visit the Staff Benefits website at: <http://www.indstate.edu/humres/benefits.htm> and select "Sick Leave Transfer Guidelines and Forms."

## Employee Wellness and You!



### 4 Tips for Fall Fitness:

1. **Take advantage of the weather.** Fall months are a great time to exercise outdoors and enjoy cooler temperatures. Raking leaves or doing some fall outdoor yard work is a great way to get the heart pumping, and its great calorie-burning.
2. **Think outside the box.** Always wanted to learn to tap dance? Attempt to box? Fall is a great time to learn something new. Many classes at gyms and elsewhere get started in the fall so look around and see if something intrigues you.

3. **Deal with darkness.** The best way to enjoy fall is to exercise outdoors. But it is getting darker earlier, and staying dark later in the morning, so be smart and safe. When cycling, affix a light to your helmet or bike. If possible, use trails or a local school track to avoid vehicle traffic.
4. **Dress in layers.** When exercising outside, layer your clothing. Before your body warms up, you may feel chilled, but once the blood gets pumping, you'll feel overdressed.

### DID YOU KNOW?

Studies have suggested that walking at a brisk pace for three or more hours a week can reduce your risk for coronary heart disease by 65 percent.