



SUFFOLK COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

DATE: August 17, 2020
TO: All Employees
FROM: Donna Mancuso, Chief Human Resources Officer *DM*
SUBJECT: **EMPLOYEES – TAKE CARE OF YOURSELVES!
VACATION TIME AND CCA OFFERINGS**

HR Announcement

As we are nearing the end of the summer, please be reminded that it is important for each employee to take his/her accrued and scheduled vacation time to recharge and disconnect from the workplace. In addition to the pandemic, we are living and working in stressful times. Parents are also dealing with a “new normal” for their children’s education. There are many unknowns, which is unsettling and can lead to sleepless nights. We are all trying to handle these situations to the best of our ability; however, tension levels can rise. Even if you are unable to travel for vacation, a “staycation” may offer the rest you need. If you do travel, please advise your supervisor and Human Resources so that you may be returned safely to the workplace upon your return.

As you know, SCWA has contracted with Corporate Counseling Associates to provide an employee assistance program for all employees. In addition to mental and emotional health offerings including financial uncertainty, stress management, working remotely and caregiving, they also provide practical support such as resources for working parents and online seminars on various topics. CCA@Your Service is available 24/7 for emotional and practical support for you and your immediate household.

Confidential helpline: 1-800-833-8707

Confidential member website: www.myccaonline.com (Company code: SCWA)

If you have any questions or need further information on benefits offered by SCWA, please contact Nora Cairo or me. Stay well!