

HR Monthly Newsletter



July 2026



Making Time for Yourself: Why Choosing the Quiet Season to Recharge Matters

Paid time off (PTO) is a crucial earned benefit designed to safeguard your well-being, yet hundreds of millions of vacation days go unused every year. We know how deeply you care about your work and your team, but skipping your well-deserved breaks can severely jeopardize your career sustainability, physical health, and psychological well-being. Stepping away from your workspace is not a reward for hard work—it is a baseline requirement for high performance.

Right now, many departments at CCS enter a natural, slower rhythm, and it may be the absolute perfect moment to step away. Taking leave during these quieter windows allows you to truly unplug without the lingering anxiety of a piling backlog or the worry of leaving your colleagues overwhelmed.

The Core Benefits of Unplugging

- **Combats Burnout:** Chronic work stress severely drains your mental stamina. Continuous breaks help reset your nervous system.
- **Reduces Anxiety & Depression:** Stepping away from daily deadlines significantly lowers the stress hormone cortisol. This relief eases chronic anxiety and lifts overall mood.
- **Boosts Emotional Resilience:** Regular rest restores your mental reserves. You return to tasks with patience, better emotional control, and sharper problem-solving skills.
- **Evaluates Performance:** Studies reveal a direct correlation between taking leave and receiving higher job evaluations. Taking regular time off can elevate performance review scores by an average of 8%.
- **Sparks Fresh Insights:** Unloading intense daily stress allows the mind to enter a low-pressure environment. This neurological shift can improve workplace creativity by 33%.
- **Protects Physical Health:** Regular time off significantly lowers your risk for stress-induced illnesses like heart disease.

Please do not let your hard-earned benefits expire or sit idle. We want you to feel fully supported in prioritizing your health. Take advantage of this quieter season, coordinate with your team, set your out-of-office message, and schedule your next block of restful time off today.



4.7 ★★★★★ (7,832)

In the world of hybrid work, uncertainty, and constant change, people need healthy work relationships to feel supported and show up as their best selves. This course covers essential skills to build and maintain more resilient relationships. Dr. Emily Anhalt teaches essential tools and skills, including: taking ownership of your part, strategies to build empathy, ways to create a more positive and safe working environment.

Patriotic Punch for the 4th of July

Ingredients

- Cranberry Juice
- Blue Gatorade
- Diet 7-Up
- Ice Cubes

Instructions

1. Fill up a glass almost to the top with ice cubes
2. Pour cranberry juice in until it fills about 1/3 of the container. Note: Each time you add a new drink color, the ice will melt down a little, so you'll need to add additional ice cubes to fill the container back up.
3. Add the blueberry-pomegranate Gatorade, again filling up about 1/3 more of the glass or container. As you add the blue beverage, pour it slowly and directly on top of an ice cube so the ice cube will slow it down even further.
4. Add additional ice to replace what melts but this time add crushed ice instead of ice cubes. The density of the crushed ice helps keep the 7-up from blending in to the blue and adds to the "whitish" appearance
5. Finally, add Diet 7-Up, filling up the glass/container to the top.
6. Garnish with a flag toothpick with strawberries and blueberries attached.



Because life changes—and your finances should, too

**FINANCIAL
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From joyful milestones to life's curveballs, change is part of the journey—and it can affect your financial plan. Taking the right steps can help you feel more prepared, less stressed, and focused on what matters most.



Five milestones to consider

- 1 Buying a home**
Before making the investment, review your debt and credit history, compare mortgage options, and set a budget for any unexpected maintenance costs.
- 2 Getting married**
As you begin your life together, take time to align on financial goals, spending habits, and the choices that will shape your future.
- 3 Starting a family**
Welcoming a child brings new responsibilities—along with a few to-dos, like adding your new dependent to your health plan, updating your beneficiaries, and saving for their future education.
- 4 Navigating divorce**
Divorce can be emotionally and financially draining, but organizing your assets, reviewing your expenses, and seeking expert advice can help you move forward with clarity.
- 5 Coping with loss**
Loss is hard enough. Keeping beneficiary information up to date and documents organized can help make financial decisions simpler for those you love.

Start planning today

Access tools, tips,
and resources.



WATCH

[Webinar: Planning
for life milestones](#)



WATCH

[Video: 5 major life
events that need
financial planning](#)

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Updated Adjunct Pay Schedule Calendar

UPDATE

Effective this Fall Term, the adjunct faculty pay schedule is changing to 8 pay dates. Semester compensation will be divided into 8 equal installments. The first pay date is September 15, and the last pay date is December 31. Pay cadence will align with the Semimonthly Payroll Calendar

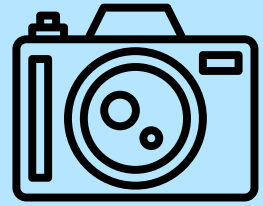
Date	Payment Number	Semester
1/30/26	1	Winter
2/13/26	2	Winter
2/27/26	3	Winter
3/13/26	4	Winter
3/31/26	5	Winter
4/15/26	6	Winter
4/30/26	7	Winter
5/15/26	8	Winter
6/15/26	1	Summer
6/30/26	2	Summer
7/15/26	3	Summer
7/31/26	4	Summer
9/15/26	1	Fall
9/30/26	2	Fall
10/15/26	3	Fall
10/30/26	4	Fall
11/13/26	5	Fall
11/30/26	6	Fall
12/15/26	7	Fall
12/18/26	8	Fall

SUMMER SNAPSHOT

Whether you're jet-setting across the globe or soaking up the sun in your own backyard, we want to see how you're making the most of summer! Snap a pic of your adventures (or staycation vibes) and share the fun — you might just land a feature in our next newsletter spotlight!

Email your photos to kkilgore@ccsdetroit.edu

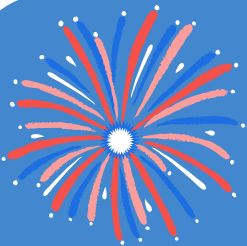
Share a Summer Snapshot



NATIONAL ICE CREAM MONTH

Did you know July is National Ice Cream Month?

Whether you prefer vanilla, chocolate, strawberry, or something more adventurous, July is the perfect time to enjoy a scoop of your favorite frozen treat.



Mark your calendars for the upcoming holiday:

Friday July 3rd- Wellness Day
Saturday, July 4th- Independence Day



Remember to turn your out-of-office messages on for your email and phone. Enjoy your time off!

Plan Ahead for Time Off

Summer is a popular time for vacations, appointments, and personal time away. If you know you'll need time off in the coming weeks or months, consider submitting your PTO request as early as possible.

Planning ahead helps ensure schedules can be managed effectively and gives supervisors adequate time to review requests. Whether you're planning a vacation, attending a family event, or simply taking a well-deserved break, submitting your request in advance can help make the process smoother for everyone.



Take a moment to review your PTO balance and start planning your time away!

We want your feedback!

<https://forms.gle/J9qieF1938KJA9YS9>

Be featured in the Employee Spotlight!

<https://forms.gle/Q3GpHraoafNDos3M8>

How Can We Help?

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