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Upcoming Holidays
- Dec. 7- Last day of classes at BC/Last day of required tutoring
- Dec. 14- Last day BC Read Boston tutors can work
- Jan. 14th- First day of classes/ BC Read Boston tutors begin working
- Jan 21-25 All tutors will have started working

Maddie’s Office Hours

Wednesday: 12-3
Thursday: 12-5
Friday: 1-5
*If you would like to meet outside of office hours, shoot me an email

“Be good to yourself. If you don’t take care of your body, where will you live?” – Kobi Yamada

Hope everyone is surviving this final push before winter break. Hopefully you’ve all let your teachers know about your last day of work before and when you’ll start up again in January.

- Last day you are required to work is tomorrow, Friday December 7th!
- Last day you can get paid to work is Friday, December 14th!
- Everyone should have worked out their second semester schedule with their individual teachers or site facilitators. If you will not be tutoring next semester, please let me know.
- You can start working the first day of classes next semester, Monday, January 14th. Everyone should start working by the following week of January 21st.

I will be in the office next week and will check email periodically over the break. Please let me know if you have any questions or concerns.

Payroll

I’ve heard from a handful of tutors that haven’t received their checks

- Everyone is paid two weeks after their first week of work. There is a two week delay on paychecks. After your first check, you will be paid every Friday. If you haven’t gotten a paycheck yet, please read the following:
  - You must set up direct deposit (see tutor manual). After you set up direct deposit, your paychecks will go directly into your bank account every Friday.
  - Your paychecks will be waiting at the Human Resources Service Center, 129 Lake St on the Brighton Campus or give them a call 617.552.4772

Self Care

As we all know, this is the busiest time in the semester. Remember to make time for yourself!
• While it might not be realistic to keep all these aspects (above) balanced, it’s important to be mindful of all the areas of your life.
• Schedule time for self-care as if it were any other commitment.
• Identify what activities help you feel your best. Calling an old friend? Working out? Cleaning? Cooking? Listening to music?
• Make your physical health a priority- sleep, exercise and eating well are essential to productivity and happiness!

If you need a study break, check out these videos that are sure to put a smile on your face
  • **laughs**
  • **Marcel the Shell With Shoes On**
  • **Teddy the talking porcupine**

Good luck on all your papers and finals!

**Have a great holiday season and a happy new year!**