

October 2011 Newsletter

Hello Colleagues -

Fall is quickly upon us and before you know it the Holiday season will be here! In this issue you will find several helpful tips on a variety of Employee Relations topics that are sure to peak your interest. The topic in this issue deals with how to handle four different generations in the workplace. Hopefully you will find this information useful in your area.

Have a great day!

Employee Relations Staff

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Interesting Reading:

How many generations of employees do you have in your work areas? Due to an underachieving economy, many different age groups find themselves having to work instead of wanting to work. This creates an interesting working dynamic by having four different generations of employees in the same work area.

Here are some tips on how to communicate with each generation of employee:

Traditionalist 1925 -1945

Baby Boomers 1946 – 1964

Generation-X 1965 – 1980

Generation-Y 1981 - 2000

[Communicate with the Four Generations in Your Office | Suite101.com](#)

Upcoming Important Dates

Election Day – Tuesday, November 8, 2011 (Absence Code 7153)

As Election Day approaches, supervisors need to remind all of their employees of the following: Should any employee need to miss any work time in order to vote then they should properly request that time off from work, in advance, from their immediate supervisor. A maximum of four hours is allowed for those who live in remote locations away from their work areas. For details, click on the policy below or contact the Employee Relations Office.

[Voting, Policies & Procedures, Human Resources, University of Kentucky](#)

Official Holidays –

Thanksgiving Day / Thursday, November 24, 2011 (Absence Code 7154)

Day after Thanksgiving / Friday, November 25, 2011 (Absence Code 7155)

Christmas Day / Monday, December 26, 2011 (Absence Code 7156)

Bonus Days / Tuesday, December 27, 2011 (Absence Code 7155)

Wednesday, December 28, 2011 (Absence Code 7155)

Thursday, December 29, 2011 (Absence Code 7155)

Friday, December 30, 2011 (Absence Code 7155)

New Year's Day / Monday, January 2, 2012 (Absence Code 7157)

Note: The Official University Holiday Announcement for 2011 – 2012 is available at <http://www.uky.edu/HR/HolidayAnnouncement.html>.

Did You Know?

Employee Relations provided assistance with approximately 793 issues during the months July, August and September of 2011? (That's over 264 issues per month!)

We can provide guidance a on a wide variety of employees relations issues. Please contact us!

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