



**FACES & VOICES
OF RECOVERY**

ADVOCATE. ACT. ADVANCE.

EMPLOYEE CALENDAR

	March	April - May	June	Sept	Nov	Nov-Dec
	1 ST QTR CHECK-IN	MEDICAL BENEFITS OPEN ENROLLMENT	2 ND QTR CHECK-IN	3 RD QTR CHECK-IN	VOLUNTARY BENEFITS OPEN ENROLLMENT	YEARLY REVIEW
PROFESSIONAL DEVELOPMENT PLANNING	✓		✓	✓		✓
GOAL CHECK-IN	✓		✓	✓		
SELF- APPRAISAL						✓
YEARLY PERFORMANCE GOALS						✓
BENEFITS REVIEW		✓			✓	
JOB DESCRIPTION REVIEW						✓



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EMPLOYEE CALENDAR DEFINITIONS

Yearly Review

An annual evaluation that identifies where employee performance meets expectations and opportunities for improvement. Also a time to note accomplishments and set future performance goals.

Quarterly Check-ins

Extended 1-on-1s to discuss professional development, goal updates, and strategic alignment.

Professional Development

An annual contribution up to \$1,500 toward career training and specialized learning to build knowledge bases and professional skills.

Examples

Professional Designations:

Certification, license, credentials.

Online Learning:

Udemy, LinkedIn, Coursera Media, publication, software subscriptions, conferences, webinars, workshops.

Education Expenses:

Tuition fees, books, enrollment costs.

Benefits Review

Bi-annual medical & voluntary benefits review which is offered during open enrollment periods.

Job Description Review

Annual review of job description duties, qualifications, and responsibilities to ensure they are relevant and accurate.