

Spring 2017

Employee  
Benefits  
Newsletter

# For Your Benefit



**CONROE**  
INDEPENDENT  
SCHOOL DISTRICT

## Your Aetna dental plan: For a bright smile and beyond

Your Aetna dental plan covers services that help keep your smile bright and your body healthy. Get to know the benefits available to you and your family, and be sure to schedule that routine dental exam if you haven't already.

## Healthy teeth and gums, healthy you

Did you know? Up to 90% of whole-body illnesses show their first signs in the mouth, which means your dentist may be the first to catch them during a routine exam.\* What's more, problems with teeth and gums can actually increase a person's risk for problems such as diabetes, heart and coronary artery disease, and preterm labor. This "mouth-body connection" makes your routine dental exam – and good everyday dental habits like brushing and flossing – especially important.

## Your dental ID card

Member ID cards are not needed with an Aetna dental plan. When you go to your dentist, tell the office your name, date of birth and Aetna Member ID# (or your Social Security number). Or, show them your member welcome letter, which you should have received in the mail from Aetna when you first enrolled. You can also print a Member ID card from your secure Aetna Navigator® member website at [www.aetna.com](http://www.aetna.com).

## Need help?

If you have questions, want to learn more about your dental benefits or need help finding a dentist in the network, call Aetna dental services at **1-877-238-6200**.

\*The Importance of Oral Health, Academy of General Dentistry, [www.agd.org](http://www.agd.org).

## The Benefits Office is here for you

For information and answers to your benefits-related questions.  
Call: **936-709-7808** Monday — Friday 8:00 a.m. to 4:30 p.m.  
Email: [benefitsoffice@conroeisd.net](mailto:benefitsoffice@conroeisd.net)

Remember, benefits plan documents are posted online. Visit [www.conroeisd.net/hr/benefits](http://www.conroeisd.net/hr/benefits) for plan coverage and benefits details.

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- Live Healthy Conroe ISD
- Boost! Get moving for more energy
- Medical leaves of absence
- Spring Break safety

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### Live Healthy Conroe ISD

Attention, American Journey participants: Be sure to stay active and continue recording your daily exercise minutes.

Looking for something new? Log in to [www.livehealthyconroeisd.com](http://www.livehealthyconroeisd.com) and use the Resources tab to find great workouts, fitness plans and more. Remember, earn 40 points by April 2 and you'll be eligible for great prizes!



**The Conroe ISD Employee Health and Wellness Center** will remain open over Spring Break. Providers will be here for any of your illness or acute care needs. Spring Break is also a great time to schedule your annual physical, if you have not had yours in the past 12 months.

#### Hours

Monday – 8:00 a.m. to 5:00 p.m.

Tuesday – 10:00 a.m. to 6:00 p.m.

Wednesday – 10:00 a.m. to 6:00 p.m.

Thursday – 10:00 a.m. to 6:00 p.m.

Friday – 8:00 a.m. to 12:00 p.m.

Saturday – 8:00 a.m. to 12:00 p.m.

Sunday – Closed

Located on the Oak Ridge Elementary School Campus: 19675 I-45 South, Suite 100, Conroe, TX 77385

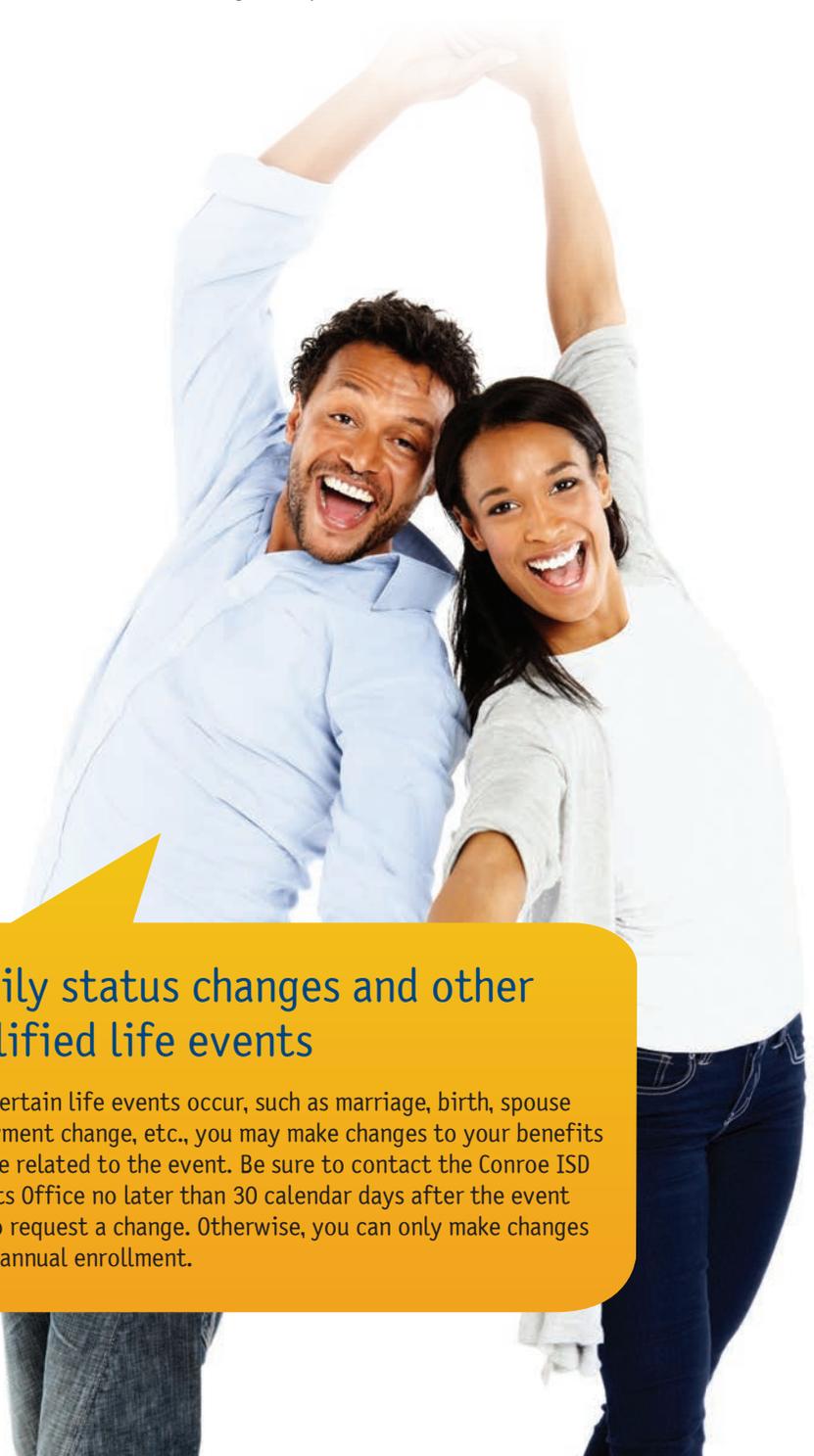
For more information or to schedule an appointment, visit [ConroeISDClinic.com](http://ConroeISDClinic.com) or call 281-465-2873.

### Boost! Get moving for more energy

Need a boost? Just get moving. Moderate activity like walking, stretching, dancing or even doing basic arm exercises gives you a quick energy boost. Plus, it's free and you can do it anywhere and anytime.

Your body is a beautiful thing, designed right down to the cellular level to respond to your needs. Tell it you're staying in to watch reruns, and it will slow down energy production. Tell it it's time to get moving, and it will naturally boost your energy.

So go ahead, step out of your routine and boost yourself with a brisk walk. Wellness starts with a single step.



### Family status changes and other qualified life events

When certain life events occur, such as marriage, birth, spouse employment change, etc., you may make changes to your benefits that are related to the event. Be sure to contact the Conroe ISD Benefits Office no later than 30 calendar days after the event date to request a change. Otherwise, you can only make changes during annual enrollment.

## Medical leaves of absence

If your medical condition, or that of an immediate family member, requires you to be absent five (5) or more consecutive workdays, District policy requires you to submit a leave application and medical certification of illness.\* If the absence is for your personal illness, you are required to submit medical certification to the Human Resources Department in order to return to work.

To apply for leave, you will need to complete an Application for Leave or Family Medical Leave Request. Both forms are available online at [www.conroeisd.net/hr/benefits](http://www.conroeisd.net/hr/benefits). If possible, you should submit the completed form to the Human Resources Department at least 30 days before your absence begins. When the leave is not foreseeable, you should submit the completed application as soon as possible. Page 1 of the leave application gives notice to the District that you plan to be absent for a medical reason. Page 2 of the leave application is the medical certification completed by your physician. Your medical leave cannot be approved until this documentation is received.

### Not sure what type of leave to apply for? Use the following outline for guidance.

**Family medical leave** – up to 12 weeks of unpaid, job-protected leave. You must have worked for the District for at least 12 months and worked at least 1,250 hours in the 12 months immediately preceding the leave.

**Extended sick leave** – up to 30 workdays of paid leave at one-half your daily rate. You must have been continuously employed in a full-time position for at least 12 months prior to the need for leave. This paid benefit cannot be applied retroactively. Paperwork must be received by the Human Resources Department per the due dates of the Payroll Schedule.

**Unpaid medical leave** – up to 30 workdays of unpaid leave. This type of leave is available for full-time employees who are not eligible for family medical leave or extended sick leave.

**Temporary disability leave** – only available to full-time employees whose position requires educator certification by the State Board for Educator Certification.

\*Short-term and long-term disability benefits are separate from these leave of absence options. If you are enrolled in group disability insurance and you want to access those benefits, please use the disability claim packet available online at [www.conroeisd.net/department/hr/benefits-forms](http://www.conroeisd.net/department/hr/benefits-forms). Disability claim forms should be submitted to Standard Insurance Company.

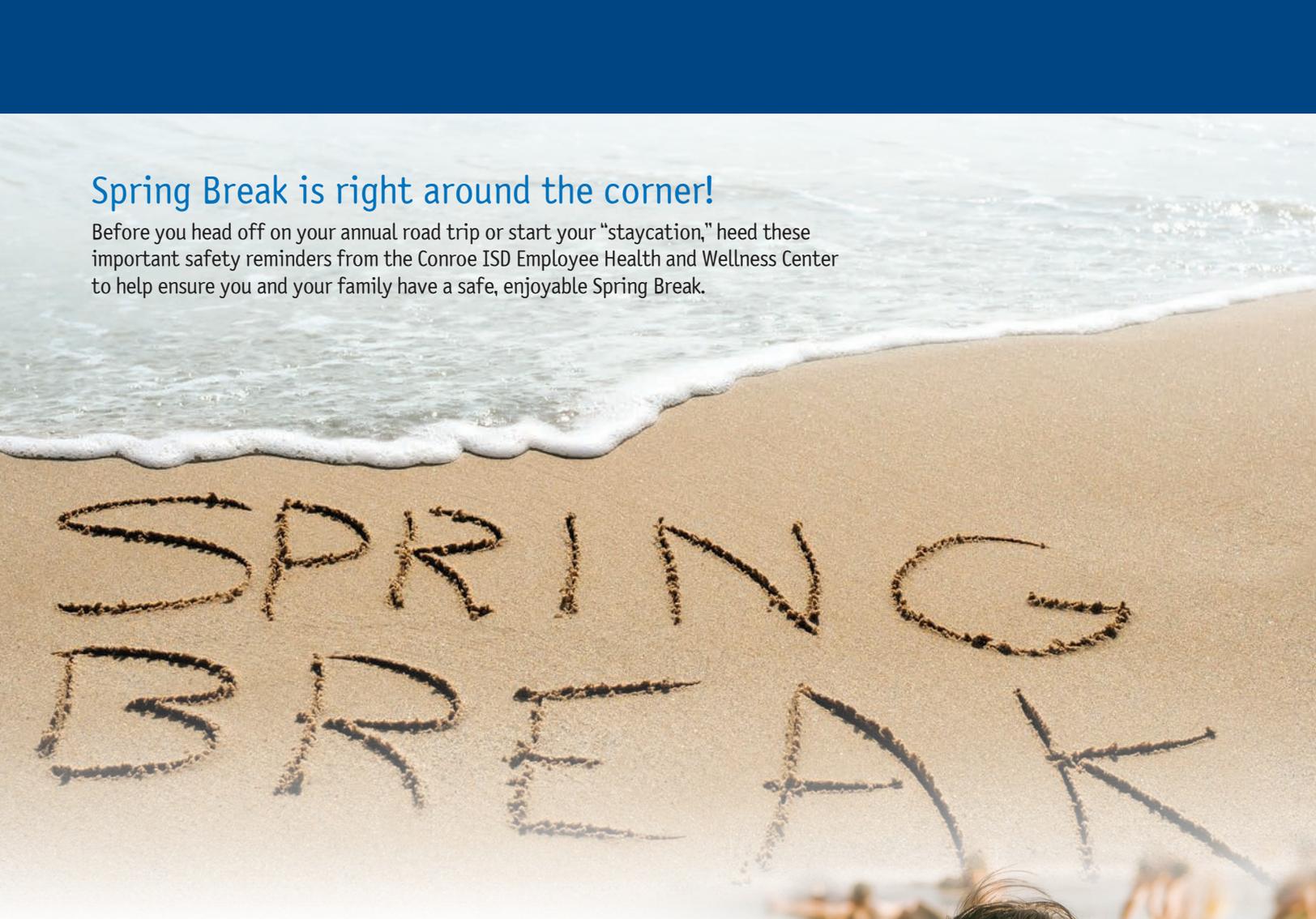
### More information is available online

At [www.conroeisd.net/hr/benefits](http://www.conroeisd.net/hr/benefits) and in the Employee Handbook. If you have additional questions, please call the Human Resources Leave Specialist at **936-709-7823**.



## Spring Break is right around the corner!

Before you head off on your annual road trip or start your “staycation,” heed these important safety reminders from the Conroe ISD Employee Health and Wellness Center to help ensure you and your family have a safe, enjoyable Spring Break.



SPRING  
BREAK

### **Safety Tip No. 1: Use sunscreen to protect against sunburn.**

For many families, Spring Break will be the first sun exposure since those Labor Day barbecues, so make sure to wear a high SPF sunscreen and reapply every 4 to 6 hours, or more often if sweating or swimming.

### **Safety Tip No. 2: Keep food at appropriate temperatures.**

Take steps to prevent foodborne illness, a common complaint during Spring Break. While cooking at home or lounging beachside, make sure your food and beverages are stored at, and heated to, appropriate temperatures.

### **Safety Tip No. 3: Buckle up.**

Be sure you know the proper seat belt fit and position for you and your kids, and make sure everyone buckles up, every time. Children under 13 should ride in the back seat for maximum safety.