# **May Newsletter**

## Mental Health Awareness Month

TUESDAY, MAY 1ST, 2018

## **Central State Community Services**

"It's not what you say out of your mouth that determines your life, it's what you whisper to yourself that has the most power." -Robert T. Kiyosaki

## "What Is Mental Health?"

## How to Boost your Mental Health:

- Social Connection
- Staying Active
- Meditation Techniques
- Brain -Healthy Diet
- Quality Sleep
- Meaning & Purpose

# cal, and social well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from child-hood and adolescence through adulthood.

"Mental Health includes

our emotional, psychologi-

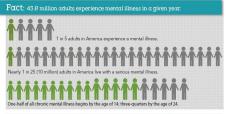
Over the course of your life, if you experience mental health problems, your thinking, mood, and behavior could be affected.

Many factors contribute to mental health problems, including:

- Biological factors, such as genes or brain chemistry
- Life experiences, such as trauma or abuse
- Family history of mental health problems

Mental health problems are common but help is available. People with mental health problems can get better and many recover completely."

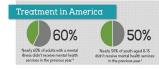
## Mental Health Facts













## Days to look forward to!

May Day	1
Cinco De Mayo	5
Pay Day!	11
Mother's Day	13
No Dirty Dishes Day	18
Pay Day Again!	25
Memorial Day	28

## **Policy Update!**Shift Coverage for Staff Sick Days

In the event an employee is ill, the employee must:

- a. Notify the Supervisor prior to the scheduled work shift that he/she will be unable to work because of illness.
- Secure an approved, appropriate substitute and provide the Supervisor with documentation re-

garding attempts at securing an appropriate substitute, the outcome, and in some cases, a statement from his/her doctor releasing the employee to return to work without restrictions. See your Supervisor for guidance.

A Doctor's note does not

relieve the employee of the responsibility to attempt to cover the shift or to follow all absence from work procedures. The employee must not only attempt to find coverage, but also must document their attempts on a schedule request form.

See next page...

#### **Central State Community Services**

2603 W. Wackerly Suite 201 Midland, MI 48604

Phone: 989-631-6691 Fax: 989-631-8760



### **Mission Statement:**

Central State is committed to assisting the persons who are served in the pursuit of their hopes and dreams through quality support and services to meet individual needs and personal outcomes.

# COMING SOON TO A WEBSITE NEAR YOU!

# Shift Coverage for Staff Sick Days Continued...

If an employee is sick and is unable to secure coverage per the above procedure, the Home Supervisor becomes responsible for finding coverage for the shift(s) in question. The Home Supervisor may contact other homes and/or approve overtime to cover the floor under such circumstances. If the Supervisor is unable to secure coverage through these options, staff working the shift preceding the one to be covered will be required to remain until released by an appropriate replacement staff. Supervisors should see their Program Coordinator if they have questions

about this procedure.

Failure to follow all absence from work policies in their entirety may result in termination of employment.

#### STRESS FOR SUCCESS

SROIVAHEBGOLTIPDMJYL YOVJVGSOVNXNNPRIMEDK **HFGLQIGVRIDWIORSEWCE** X L N C C M M R X X T A E R H T M E N M QISKLXFZXAEAOTARMV SGZDANGERLERGPTAEWSW SHKZTPZFAEDCIEMCCAKU CTOXNEYQNRTCNONTPZVL ASTRESSBWFIALACISYHP YGEPMSUDTTUEMHHOGTMS FNVCNOBDNRHRVGBNFEZH LIMAGINATIONGSITEI BLKSPUUELFMJEZXIVXER NELCSUMLROXSYABGBNUF QEUAAUPEVISLUPMOCACU OFBDEBPJRIAISDSMQSWV IQUEOWDCVRALTBESGIHS UDOPQDEEAPIGQRLDJWXK V F X B N K E P E N E G Y X O X D O E D QYBTPZPOGFIZWVHCPUIY

ANTICIPATE ANXIETY BEHAVIOR CASCADE COMPULSIVE CORTISOL DANGER DISTRACTION ENHANCE FEAR FEEDBACK FEELINGS FLIGHT HORMONE IMAGINATION MENTAL MINDSET MIRROR MOLEHILL MUSCLE NEGATIVE OBSESSIVE OXYGEN

PARALYZING

PERFORMANCE PHYSICAL PRIMED RELAXING SNAKE STRESS SWAB SWEAT THREAT

