

**2023 ANNUALLY SCHEDULED EMPLOYEE NOTICES**

<b>NASA Employee Notices</b>	<b>Timeline</b>	<b>Distribution Method</b>	<b>Audience</b>
Individual Employee Rights Under the Federal Service Labor-Management Relations Statute - including Weingarten Rights	January	Website posting, HRMES e-mail & HR portal message	Union Employees only
Flexible Spending Act (FSAFEDS) Use or Lose Deadline and Carryover Policy	February	Website posting & HR portal message with link to notice only	Agency
Annual Notice to Employees in a Testing Designated Position (TDP)	February	Targeted e-mail	TDP employees
The Family and Medical Leave Act (FMLA)	April	Website posting & HR portal message with link to notice only	Agency
Leave Program Procedures	May	Website posting & HR portal message with link to notice only	Agency
Individual Employee Rights Under the Federal Service Labor-Management Relations Statute - including Weingarten Rights	July	NEW - One combined HRMES email and HR Portal message (brief summary email with links to individually posted notices)	Union Employees
NASA Policies, Merit System Principles, and Prohibited Personnel Practices			Agency
Your Rights Under USERRA			Agency
Whistleblower Disclosures			Agency
The NASA Merit Promotion and Placement (MPP) Plan			Agency
Federal Long-Term Care Insurance Program (FLTCIP) Information	July	Website posting & HR portal message with link to notice only	Agency
Designation of Beneficiary Forms	August	Website posting & HR portal message with link to notice only	Agency
Drug-Free Workplace Responsibilities for Supervisors	August	Targeted e-mail	Supervisors
Drug-Free Workplace Responsibilities for Administrative Officers	August	Targeted e-mail	AOs
Updating Your Emergency Contact Information	September	Website posting, HRMES e-mail & HR portal message	Agency
General FEGLI/NEBA Information	September	Website posting & HR portal message with link to notice only	Agency
Annual Leave Forfeiture and Leave Donation Notice	November	Website posting, HRMES e-mail & HR portal message	Agency
FEHB Open Season	November	HRMES e-mail & HR portal (One summary message with links to three individually posted notices)	Agency
FSA Open Season			
FEDVIP Open Season			
Thrift Savings Plan (TSP) Overview	November	Website posting & HR portal message with link to notice only	Agency
VLBP Open Season Reminder	November	Website posting & HR portal message with link to notice only	Agency
End of Year Payroll Reminders	December	Website posting, HRMES e-mail & HR portal message	Agency
Pay Comparability Adjustment	December/January	Website posting & HR portal message with link to notice only	Agency