



The Official Newsletter for Executive Branch Employees

December 2025

Featured News



Click the image above to view the full video message.

**KECC Message from Governor Beshear &
Lt. Governor Coleman**

What's in this edition?

- KECC Message from Governor Beshear and Lt. Governor Coleman
- Castlight Rewards Redemption
- End-of-Year Employee Reminders
- Adverse Weather Leave
- Performance Management
- 2026 Holidays
- Pre-K for All

The Kentucky Employees Charitable Campaign helps feed families, helps our people access health care, and provides resources for those recovering from natural disasters.

As we enter the Christmas season, supporting the KECC is a great way to show the spirit of giving.

This is what our Team Kentucky values are all about: working together, leading with our faith and values, and building a better Kentucky for every family.

If you would like to donate to the [KECC](#), you can make a one-time gift or enroll in payroll deductions through [KHRIS](#)!



Don't miss out on your KEHP benefits!

Redeem your Castlight Rewards by 12/31/25

All 2025 engagement rewards must be earned and redeemed by December 31, 2025. These rewards do not roll over and cannot be accessed after 12/31/25.

1. Login to Castlight on your desktop at mycastlight.com/mybenefits or on your mobile phone using the Castlight app.
2. On the home screen, select "Points Balance." This will take you to "Ways to Earn."
3. Select the "Rewards Center" tab and redeem your rewards!

If you need assistance, contact a Castlight Care Guide at 1-800-681-6758.

- Holiday Message from KEAP
- Kentucky Deferred Comp
- Anniversary of the ADA
- Holiday Wellness Tips from LivingWell



Get Started on MyPURPOSE Today!

- Access over 1,200 online training courses and webinars.
- Connect with team members virtually.
- Apply for career opportunities.



It's that time of year when we encourage employees to complete some general housekeeping tasks within KHRIS Employee Self-Service (ESS). Please log into ESS and complete the following:

Personal Profile

- Have you moved in 2025? Please check your home address for necessary updates. If you do make a change, please let your agency HR office know in case they need to update your taxes.
- Has your primary/mobile phone number changed? Be sure to update it in order to keep receiving emergency notifications.
- Check your emergency contacts. Do you need to add someone or update an existing contact's phone number?

Election for Online W-2

- Are you still receiving a paper W-2 a couple of weeks after your co-workers receive theirs electronically? If you are, this is the time to elect an online W-2. It's secure and faster than waiting for the paper version and remains available for you to access at any time.
- Simply log into KHRIS ESS and select the Election for Online W-2 tile. When the screen appears, select "New Election," which will then display your options for the current tax year. Select "Receive W-2 online."



[CLICK HERE TO ACCESS PERSONNEL EVENT CALENDAR](#)



BLOOD DONATIONS NEEDED!

[Click here for Blood Donation Information](#)

You'll be asked to confirm your election by selecting "OK." Four clicks is all it takes!

ADVERSE WEATHER LEAVE

Reminder: Adverse Weather Leave Update

In case you missed our last newsletter, all employees will be eligible for one (1) working day of adverse weather leave in a calendar year, based on the employee's weekly work schedule and with supervisor approval. Employees with previously claimed adverse weather leave to make-up (claimed prior to 9/30/25), will do so based on the make-up procedure at the time the leave was taken. The [Employee Handbook](#) has been updated to include this information.



As we look toward year-end performance evaluations, we've made a small update to the performance management system. **The self-review step is now required for all employees when completing evaluations.** While it is required for employees to check off this step before the process advances to the first-line supervisor for comments, adding your own written feedback is optional.

This change ensures you don't miss this important opportunity to celebrate your hard work and share the work you've done throughout the year with your leadership.

Completing your self-review helps you:

- Think about what you've done well this year,
- Highlight your achievements and growth,
- Share details your evaluator might not see every day,
- Plan goals and focus on what's next.

Your input helps tell your story — take a few minutes to complete your self-review and make sure your accomplishments are seen!



As stated in KRS 18A.190, KRS 2.110, KRS 2.190, and Executive Order 2024-355, state offices shall be closed and state employees shall be given a holiday on the following days:

- **Christmas (2025):** December 25-26, 2025
- **New Year's:** January 1–2, 2026
- **Martin Luther King, Jr. Day:** January 19, 2026
- **Good Friday:** April 3, 2026 (1/2 day)
- **Memorial Day:** May 25, 2026
- **Juneteenth:** June 19, 2026
- **Independence Day:** July 3, 2026
- **Labor Day:** September 7, 2026
- **Veterans Day:** November 11, 2026

- **Thanksgiving:** November 26–27, 2026
 - **Christmas:** December 24–25, 2026
 - **New Year's:** December 31, 2026–January 1, 2027
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When kids miss out on pre-K, we all feel it. Not just in our schools, but in our economy too. Building a stronger Kentucky begins with investing in our kids. A brighter future for our Commonwealth starts by increasing access to preschool.

This isn't just an education issue. It's a bottom-line issue. Pre-K for All:

- Increases Kindergarten Readiness
- Expands Kentucky's Labor Force
- Boosts Take-Home Pay
- Grows Kentucky's Economy
- Attracts Pre-K Professionals
- Eliminates Child Care Deserts
- Saves Out-of-Pocket Child Care Costs

Learn more about Pre-K for All and ways to get involved at prek4all.ky.gov!



Holiday Message from the Kentucky Employee Assistance Program



Finding Your “Joy” During the Christmas Season

People often describe the holiday season as “the most wonderful time of the year” filled with family, friends, celebrations, traditions and good cheer. If “’tis the season to be jolly” isn’t always the way you feel during the holiday season, you’re not alone.

[Click here](#) to read six keys to be more resilient during the holidays from the Kentucky Employee Assistance Program (KEAP).

If you need support or assistance with connecting to professional help, you can contact KEAP. KEAP is a free, confidential service available to all state employees and their families.



This time of year, treat yourself to more peace of mind with Kentucky Deferred Compensation services. That means you can focus on what matters most this holiday season — and in the years to come. Get the gift of retirement confidence with:

- Personalized retirement support from your local [specialist](#)
- Flexible payout options that fit your lifestyle
- Trusted investment choices
- Free financial planning with a [CERTIFIED FINANCIAL PLANNER®](#)
- **Nationwide ProAccount**, which lets our team of professionals manage your portfolio for you (an additional fee applies)

To learn more, contact your [Local Retirement Specialist](#) or visit our [Nationwide ProAccount webpage](#).



This year marked the 35th anniversary of the Americans with Disabilities Act! We are thankful for this law and for the guardrails that it puts in place to ensure environments free from discrimination against those with disabilities.

If you're interested in learning more about the ADA, or connecting with ADA resources within state government, [you can find helpful information here](#).

For general information on the ADA, you can find information through the [Southeast ADA Center](#).



Have a healthy holiday with tips from the LivingWell program!

Healthy Holiday Tips

- Use small plates to encourage smaller portions.
- Swap chips and dips for fun veggie shapes or skewers.
- Keep food in one room to reduce constant grazing.
- Choose lean proteins like fish or skinless turkey, cooked with low-fat oils.
- Bring on the beans for fiber and plant proteins.
- Skip heavy casseroles—roast or steam veggies and use simple seasonings.
- Offer mini desserts or fruit-based treats for lighter, sweet options.
- Keep guests active with games, dancing, or friendly competitions.

Food Safety Suggestions

- Wash hands for 20 seconds before handling food.
- Clean cutting boards, surfaces, utensils, and appliances with warm, soapy water.
- Rinse produce under running water.
- Never wash raw chicken, meat, fish, or eggs.

- Keep raw meat, poultry, seafood, and eggs separate from other foods.
 - Use separate cutting boards and utensils for raw meats and fresh foods.
 - Store meats in sealed containers or bags to prevent leaks.
 - Use a food thermometer to check the thickest part of the meat.
 - Let whole cuts of meat rest for 3 minutes before cutting or eating.
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About the Personnel Cabinet

The Personnel Cabinet provides leadership and guidance to attract, develop, motivate, and retain a talented, diverse workforce that provides outstanding service to state agencies and citizens of the Commonwealth; foster an understanding of and adherence to legal requirements; and create a positive and inclusive work environment that supports the holistic well-being of all employees.

The Personnel Cabinet is located at 501 High Street, Frankfort, KY 40601
Normal business hours are from 8 a.m. to 4:30 p.m.

EEO Statement

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.

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PERSONNEL CABINET

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