



LIVING HANDS
HOME HEALTH CARE AGENCY

NOVEMBER NEWSLETTER

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Welcome to Our 2nd Newsletter Edition

Going into this holiday season. We're excited to bring you the latest updates, highlights, and upcoming changes in the Home Health Care industry. This newsletter is designed to keep our **LIVING HANDS** community informed, connected, and inspired.

HOLIDAY DO'S AND DON'TS

DO'S

Clock in properly

Clock out properly

Clock in using the 800 number from client's phone

Clock out using the 800 number from client's phone



DON'TS

Try to submit a timesheet for the day

Expect double time for the day

Call out for the day and expect holiday pay

Holiday Pay Guidelines

Living Hands pays you time and a half for approved holidays. Holidays are separate from your normal workdays. Regardless of how many hours that you normally do, you will get paid time and a half for the holiday. Holiday hours do not accumulate with your normal hours; the holiday is a totally separate day where everyone gets paid time and a half. In order for you to get the holiday pay, you must clock in and out properly. Timesheets will not be accepted for holidays.



Explaining GPS Out of Range

There are RARE times when you are not at your client's home when you clock in or out. This means that your clock in is "out of range" from the client's home. You could have met them somewhere or taken them somewhere and its time for you to clock out. When this happens, you must fill out a "GPS Out of Range Form" and submit it to us. Although being out of range can happen, it is not something that should happen often. Keep in mind that GPS Out of Range forms go against your EVV% just like timesheets. Please do not clock in or out outside of your client's home if it can be helped.





Safety Tips

- ✓ Less daylight means less visability, drive safely
- ✓ Watch for pedestrians crossing the street
- ✓ Check batteries in smoke & carbon monoxide alarm
- ✓ To align your body’s circadian rhythm with the time change, adjust your sleep schedule three days prior by 15-20 minutes each night
- ✓ Regular exercise can help regulate our sleep patterns. Aim to exercise early in the day,preferably outdoors, to boost your enery levels. Avoid vigorous workouts close to bedtime to allow your body to wind down

Caregiving Tip of the Month

3 Simple Ways to Re-energize During the Day

- ✓ Step outside for 5 minutes of fresh air
- ✓ Stretch your shoulders and neck to release tension
- ✓ Keep a small gratitude journal nearby to write one positive moment daily

🦃 Sometimes our brains get a little scrambled—so let’s have some fun unscrambling these Thanksgiving-themed words below! 🍂 Happy Holidays, everyone... Gobble Gobble!! 🦃

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CHECK YOUR
ANSWERS
BELOW!

GOOD LUCK!!



**SPOTLIGHT
CAREGIVER OF THE MONTH**

**OUR NOVEMBER CAREGIVER OF THE MONTH IS WILLIAM SIVELS III! WILLIAM HAS CLOCKED IN AND OUT PROPERLY FOR THE ENTIRE YEAR OF 2025 SO FAR!! HIS EVV% IS 100%!!!
CONGRATULATIONS WILLIAM SIVELS III!**



WILLIAM SIVELS III

STAY IN TOUCH WITH US



LUVING HANDS
HOME HEALTH CARE AGENCY

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**“The Agency you will grow to LUV.
We provide the service you deserve!”**