



December 1, 2006

Dear Family Member,

The ACES Xavier Educational System is truly concerned about the welfare of its employees and their families. In today's society we are often faced with many problems including, family or marriage conflicts, emotional concerns, job stress and work related issues, financial worries, legal concerns, dependence on alcohol or drugs, depression, loss of a loved one, parenting questions and concerns, and other personal problems. When problems arise, it is important to find effective help quickly. Knowing where to turn or how to get started can be a problem in itself.

Many times, you and your family members are able to handle life's challenges without outside assistance. However, for those times when you may need additional help, Affinity Occupational Health, Employee Assistance Program (EAP) is available to you. ACES Xavier is offering this free and confidential EAP benefit to all employees and their household members/dependents. Benefits of your EAP include:

- Confidential counseling to address a wide variety of issues
- Referrals to community resources
- Four convenient locations including Menasha, Oshkosh, New London, and Chilton (affiliate providers also available throughout the United States)
- Toll-free access to services by calling 800-894-9327
- Flexible appointment times with evening and lunch hour appointments available
- Access to crisis services 24 hours a day, 7 days a week
- Caring and professional staff including both male and female counselors
- Access to interactive EAP web site

Enclosed you will find a brochure that explains this program in more detail, along with a card for your wallet. Please call us anytime if you have questions regarding your Employee Assistance Program, or would like to schedule an appointment.

We can be reached toll-free at 800-894-9327

Please share this letter with any household members and/or dependent that you feel may benefit from this program. We are here to help!

Sincerely,

Affinity Occupational Health
Employee Assistance Program