



# The Office of Elf Affairs

## Department of Elfland Security

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### 7 Tips to Have Fun During the Work Day

The Office of Elf Affairs would like to provide some tips for elves to have some fun during a work day. It has been a directive by Santa Claus that each elf must take time out of their work schedule every day for relaxation and enjoyment for well over 700 years. We here at the Office of Elf Affairs are charged with the enforcement of that directive.

1. **Candy Cane/Cotton Candy Mondays** – On Sunday evening, representatives from the department will enter the workshop and hide candy canes around the room. If you find one of these candy canes, you will be awarded with not only the candy cane, but a bag of cotton candy you can enjoy during one of your breaks.
2. **Singing** – Christmas carols will be played throughout the workshop center during the day. We encourage all elves to sing along with your favorite carol. If you have a request, please be sure to turn it into the radio station booth at the north end of the workshop.
3. **Cookie and Cocoa Breaks** – According to ORD-WS-23 in the Elf workers contract, a 10 minute cookie and cocoa break is mandatory every work hour. Please be sure to check in at the cookie booth during your break so that we update your time card. If you miss a break, we want you to double up during the following hour. During the breaks we will have a representative providing extra-curricular activities.
4. **Extra Toys for Fun (Exceeding Quota)** – If you get the urge to produce more toys within the 50 minute work hour, you can ask management for an extra table at your work area. We know that elves get great satisfaction from the work they products; however, it is against Santa's directive to produce more than you are asked. We ask that you use these days sparingly and if you exceed too many within a given week; you will have to have extra cookie and cocoa breaks according to ORD-WS-27 in the Elf workers contract.
5. **Be creative** – If you get an idea for a toy, please get coverage for your area and go to research and develop to make a prototype. Santa is always looking for new ideas for toys, and remember... the only bad idea is one that is not acted upon.
6. **Lunch Swap Wednesdays** – Bring your favorite lunch to work on Wednesday and swap it with your partner. This has been a great fun activity added to the workshop and some interesting results.
7. **Crazy Clothes Fridays** – Every Friday we will post a theme where you can dress up according to that them and you do not have to wear your work uniform to the workshop. Some themes in the past have been; 50's music, Western, Hawaiian, and Dress like Santa. If you have ideas for themes, please submit theme to the office.