



FLU SHOT SCHEDULE 2011 CITY OF NEWPORT NEWS EMPLOYEES (ALL ACTIVE, REGULAR, PART-TIME & TEMPORARY)

We are pleased to offer City of Newport News employees flu shots this 2011 season. Below you will find the link to your packet of information from OCCUMED that must be **completed prior** to your arrival at the facility. All potential flu shot recipients must be **dressed appropriately**. Please make sure that your upper arm is accessible. *This will help the lines move efficiently.* Also, individuals who require their physician's approval to receive the flu shot **must have written approval with them or their shot will not be administered.** *We reserve the right to suspend administration of shots due to time constraints.*

Monday, Oct. 17: **Public Works/Oyster Pt – Storm Water Training Room**
514 Operations Drive
Newport News, VA
1:00 PM - 4:00 PM

Tuesday, Oct. 18: **City Hall Council Chambers**
2400 Washington Avenue
Newport News, VA
8:00 AM - 11:30 AM
1:00 PM – 4:00 PM

Wednesday, Oct. 19: **Lee Hall Operations Center – Training Room B**
425 Industrial Park Drive
Newport News, VA
7:30 AM - 11:00 AM

Police Headquarters/1st floor Community Room A & B
9710 Jefferson Avenue
Newport News, VA
1:00 PM – 4:00 PM

Thursday, Oct. 20: **Mid-Town Recreation Center Gym**
Retiree Day 570 McLawhorne Drive
Newport News, VA
8:00 AM - 11:30 AM, if your last name begins with A - J
1:00 PM – 4:00 PM, if your last name begins with K - Z

Friday, Oct. 21: **City Center**
700 Town Center Drive
Newport News, VA
8:00 AM - 11:30 AM
1:00 PM – 4:00 PM

**NO FEE FOR EMPLOYEES
SPOUSES OF EMPLOYEES—\$15.00**

CASH WILL NOT BE ACCEPTED. PAYROLL AUTHORIZATION FORMS WILL BE AVAILABLE AT THE SITE. AUTHORIZATION FOR PAYROLL DEDUCTION MUST BE COMPLETED BY THE EMPLOYEE. **ADVANCE ARRANGEMENTS CAN BE MADE FOR PAYROLL DEDUCTION FOR THOSE EMPLOYEES NOT ACCOMPANYING THEIR SPOUSE. PLEASE CALL 926-3929 TO COORDINATE.**

OCCUMED informational packet: <http://www.nngov.com/finance/downloads/Flu%20App%20Fillable>