



**Newport News Employees' Retirement Fund
Retiree Flu Shot Notice
October 5, 2011**

We are pleased to offer **free** flu shots to all retirees again this year. The flu shots will also be available to your spouse at a cost of \$15.00. This amount represents the actual cost charged by the hospital. Enclosed please find your information packet 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 a physician's approval to receive the flu shot **must have written approval with them or the shot will not be administered.** *We reserve the right to suspend administration of shots due to time constraints.* The locations and dates for flu shots are as follows:

Monday, Oct. 17: **Public Works/Oyster Pt – Storm Water Training Room**
511 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
8:00 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 RETIREES
SPOUSES OF RETIREES - \$15.00

Cash or checks will not be accepted. Your spouse's cost will be processed through payroll deduction in December 2011. Payroll authorization forms will be available at the site. **The payroll authorization forms can only be completed and signed by the retiree.** **If you and your spouse are coming separately for your flu shots, please contact our office to have a form mailed to you.** **Your spouse can bring the completed form to the site the day of the shot.** If you have any questions, please contact the Benefits Office at 926-3929.