



City of Albuquerque

Human Resources Department

Richard J. Berry, Mayor

Interoffice Memorandum

August 9, 2016

To: Robert J. Perry, Chief Administrative Officer

From: Mary L. Scott, Director, Human Resources Department *M Scott*

Subject: Time Off Request for Employees to Attend Health Fair

The Human Resources Department is requesting approval to allow employees up to two hours of Administrative Leave (KRONOS Pay Code PLO – Paid Leave Other) to attend the 2016 Health and Benefits Fair on Friday, October 28, 2016, at the Convention Center.

Employees and family members will have access to health and fitness information, new wellness programs, flu shots, health screenings, the Mobile Mammography Van and the Mobile Health Center. Screenings will be available for blood pressure, blood lipids, blood glucose, body mass index, and body fat, all at no charge to employees. Benefits representatives, local businesses and organizations from various sectors will provide information to employees.

The annual Health Fair supports 16 objectives contained in the BetterHealth Worksite Program 5-Year Strategic Plan. Our attendance goal is 1,200 participants.

Your approval of this request is appreciated.

APPROVED

Robert J. Perry

Robert J. Perry, Chief Administrative Officer

8/10/16

Date

cc: Mark Saiz, Manager, Insurance and Benefits Division