

COUNTY OF SACRAMENTO

PERSONNEL POLICIES AND PROCEDURES ON. L-6 DATE ISSUED: December 12, 1988

SUBJECT: Time Off to Attend Retirement
 Planning Program

DATE REVISED: December 11, 1989
 June 25, 1991

1. PURPOSE: These instructions are intended to advise supervisors and management of County policy which applies to time off for employees to attend retirement planning seminars sponsored by the Sacramento County Retirement Board.

2. RELEASE WITH PAY: Departments may release employees from duty without loss of compensation to attend retirement planning seminars sponsored by the Sacramento County Retirement Board subject to the following conditions:
 - 2.1 Release time may be authorized only for employees who, as of the date of the seminar, already meet the minimum eligibility requirements for a service retirement from the Sacramento County Employees' Retirement System. For employees who are members of the miscellaneous retirement system, the minimum requirements usually are ten years of service and age 50. For safety members, the minimum is ten years of service and age 50, or 20 years of service at any age.

 - 2.2 The employee must give his or her immediate supervisor sufficient notice of the request to be released from duty to attend a retirement planning seminar.

 - 2.3 This time is subject to advance approval by the appointing authority of the department involved or the designee of such an appointing authority.

3. FREQUENCY AND SIZE OF SEMINARS: This policy has been approved with the understanding that retirement planning seminars will be presented approximately ten times during the next year and that there will be approximately 80 employees in attendance at each session.

Prepared by:

Approved by:

GERALD M. PAULY
Director of Personnel Management

BOB SMITH
County Executive

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