

INTERNAL

Suspense: **July 30, 2015**

COMMUNICATION FORM

DEPARTMENT OF HUMAN SERVICES

Subject: Pre-Retirement Workshop – **Island of Hawaii**

Originator: W. Ikemori 6-4971

To: DAs/QC-Hilo

From: PERS

Date: 7/17/15

Memo No. 1

The Department of Human Resources Development has announced that the **County of Hawaii**, Department of Human Resources is inviting State employees to attend a Pre-Retirement Workshop on the island of **Hawaii** (Hilo).

COURSE: Pre-Retirement Workshop

DESCRIPTION: **Pre-Retirement Workshop**
(Recommended for members who are at least 52 years of age or are contemplating retirement within three (3) years) An agenda will be distributed at the workshop.

SCHEDULE: DATE: Wednesday, September 9, 2015
TIME: 8:00 a.m. – 4:00 p.m. (check-in 7:45 to 8:00 a.m.)
PLACE: Aunty Sally Kaleohano's Luau Hale
799 Piilani Street
Hilo, Hawaii

REGISTRATION: Please submit a prioritized list of nominees on the DHS 104 Form, included with this announcement. **Registration will be restricted, no walk-ins or late registrants will be permitted.** Next to each nominee's name, please indicate the type of retirement plan that the employee has:
CO = Contributory, **NC** = Non-Contributory, **HYB** = Hybrid

COST: None.

Aunty Sally's Luau Hale is accessible to persons with disabilities. Individuals with disabilities who wish to request use of an auxiliary aid or other type of reasonable accommodation to access this workshop may do so **after being confirmed to attend**, by contacting Waylen Leopoldino at 961-8361 at least 5 days prior to the date of the workshop. Persons who have special needs (e.g. sign language interpreter, large print materials), or those who have questions regarding registration procedures, please contact Pauline Chun 586-4970/586-4959(TTY)


PERS

c: DIR