

DEPARTMENT OF CENTRAL OPERATIONS



HUMAN RESOURCE DIVISION

February 1, 2011

**MEMORANDUM**

**To:** Health Intervention Program Participants  
**From:** Millie Reeves, Senior Manager, Personnel Services – Operations & Benefits  
**Subject:** Attendance Policy for Scheduled Workouts

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This is a reminder that you **must** notify the Employee Benefits office (call 630-1212, x-4268 or jonwv@coj.net) as soon as possible if you ever miss a scheduled workout due to a work commitment, family issue, illness or otherwise. You must also inform the facility where you normally train so they can make any necessary adjustments based on the number of expected attendees. You are permitted three **excused** absences during each 8 week period however the City must be notified in order for an absence to be **excused**.

You are bound by the terms of the Conditional Repayment Agreement therefore failure to comply with this policy will result in your repayment to the City of Jacksonville the cost of your training sessions.

The City of Jacksonville has invested precious resources to help you towards improved health. A commitment to the established guidelines is the key to long term success for all parties involved.