

TO: LEOFF I members
FROM: Dana Bartol, Staff Assistant, Kirkland Disability Board
DATE: October 14, 2003
RE: Flu shot reimbursement

It's that time of year to start thinking about flu shots. All LEOFF I members are encouraged to participate in the City program. Flu shots will be administered by Valley Medical on the following days:

November 17 – City Hall, Houghton Room
8:00 a.m. – 9:30 a.m.

November 18 – Maintenance Center, Small Conference Room
2:00 p.m. – 4:00 p.m.

November 19 – City Hall, Houghton Room
12:00 p.m. – 2:00 p.m.

If you can not make one of these dates or locations, per policy the Disability Board will reimburse members the cost the City pays for this vaccination.

“Flu shots. Members will be notified in advance each year of when the City will be offering flu shots. In the event they can not participate in the City plan, the Board will pay up to the amount the City pays for flu shots. This amount may fluctuate from year to year.”

This year, the Board will reimburse members \$13 if you receive a flu shot from a facility other than what is offered through the City program.

If you have any questions, please do not hesitate to contact me at (425) 803-1901.