



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All State Agency Directors, Boards, Commissions, Chancellors/Presidents, and Human Resource Managers

FROM: Kay Barnhill Terry
State Personnel Administrator

SUBJECT: State Employee Attendance at Retirement Seminars and Counseling Sessions.

DATE: October 9, 2007

Employee attendance at APERS/ATRS retirement seminars will be treated as any other type of employee benefit presentation, provided those attending have at least a minimum of five (5) years credited service in a state sponsored retirement system. Attendance at retirement seminars will be as follows:

- Employees are allowed to attend a retirement seminar once every five (5) years without the use of accrued leave.
- Employees within five (5) years of retirement are allowed to attend a retirement seminar once a year without the use of accrued leave.
- Employees within one (1) year of retirement or DROP are not required to use accrued leave to attend retirement seminars or scheduled sessions with retirement counselors.

Employees must schedule the attendance so that their absence will not hinder the work of their agency. Appointments require prior approval from the employees' supervisor. Please ensure that your employees are made aware of this policy change.

This memo supersedes the memo dated September 30, 2003 on the same subject.

Should your agency/institution have questions regarding these issues you may contact me at (501) 682-5077 or Don Lukas, Manager Research and Technical Services, (501) 682-5139.

/kbt