

## CONTENT AREA

Training for Liaisons

## ANNOUNCEMENT

The Liaison Training series of 2012 will start with a discussion of Leave Without Pay (LWOP) and an update on the BeWell Benefit. The LWOP training will focus on the rules, regulations, and procedures for Leave Without Pay. The presenter will answer common questions to help clarify the proper steps for attendees. The BeWell Benefit update will provide information on the 2011 programs completed and announce upcoming initiatives.

The Benefit Liaison trainings are scheduled to be held at the Arizona Department of Administration at 100 N. 15<sup>th</sup> Ave, BSD Training Room in Suite #103 on the following dates and times:

March 6 – 8:00 am – 10:30 am  
March 6 – 2:30 pm – 5:00 pm  
March 7 – 2:00 pm – 4:30 pm  
March 8 – 8:00 am – 10:30 am

Advanced registration is required. Registration is accepted until close of business February 29, 2012. Space is limited so register soon. Registration confirmation will be provided. Please RSVP to Elizabeth Schafer at [Elizabeth.schafer@azdoa.gov](mailto:Elizabeth.schafer@azdoa.gov) with the following information:

1. Selected date and time
2. Names of the persons attending
3. Agency name
4. email addresses
5. phone numbers

## ISSUED

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