




## Inter Office Memo

DEPARTMENT OF  
PERSONNEL SERVICES

DATE: March 2, 2015  
TO: Department Heads  
FROM: Beth Bandy, Director of Personnel Services   
SUBJECT: Employees on Leave of Absence- Pending Disability Retirement

Personnel Services is releasing a new form to assist departments in managing employees who have been approved for an unpaid leave of absence pending the application for disability retirement with Fresno County Employees Retirement Association (FCERA). As you know, the disability retirement process can take several months or years and departments may not know the status of the process when requesting an extension of the leave of absence.

To assist departments and the County, the attached “**Authorization to Release Retirement Information**” form was developed for your use. This form authorizes our office to obtain information from FCERA necessary to confirm that employee filed a disability retirement application and is cooperating with the Retirement office during the application review process. This would provide the justification for extending the leave of absence.

Please note that County Counsel has advised that completion of this form by the employee should not be a condition of approving the leave request. However, it is suggested that this form be used with the Leave Request Form and should be submitted to this office along with the Job Change Information (JCI) extending the leave.

If you have any questions about this form, please contact Silvia Fabela, Personnel Analyst or Nancy Aragon, Personnel Analyst at 600-1810.

cc: Personnel Representatives



## PERSONNEL SERVICES – EMPLOYEE BENEFITS AUTHORIZATION TO RELEASE RETIREMENT INFORMATION

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I understand that if I am permanently disabled and wish to request a leave of absence pending the approval of a disability retirement application, I may agree to authorize the Fresno County Employee’s Retirement Association (FCERA) to release information regarding my disability retirement application and cooperation with that process.

I the undersigned hereby authorize the Fresno County Employees’ Retirement Association (FCERA) to release information about me to the County of Fresno, Personnel Services, for the purpose of verifying that I am fully cooperating with the disability retirement process, pursuant to Government Code (GC) §31720, 31721, and 31722 and/or County policy.

The retirement information hereby authorized for release shall begin upon execution of this document and continue during my leave of absence and/or until such time that the disability retirement application process has concluded.

The retirement information hereby authorized for release is limited to that which is needed by Personnel Services to verify my initial and ongoing application for disability retirement as defined in GC §31720, 31721, and 31722 and/or County policy. This includes the date I applied for disability retirement, my compliance with the FCERA evaluation process, and the final disposition of my application for disability retirement.

Unless I revoke it sooner, this authorization is valid from the date below through and including the date of the final adjudication of my application for disability retirement. I understand that I may revoke this authorization at any time by providing written notice of my desire to do so to FCERA and Personnel Services.

**I further acknowledge** that if I do revoke this authorization, Personnel Services may suspend approval for a continued leave of absence if the revocation makes it impossible for Personnel Services to confirm my continuing cooperation in the disability application process.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee ID Number

**Applicable Use:** This form is to be used when the employee is permanently disabled and not eligible for protected leave pursuant to the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA) and/or the County has reasonably accommodated an absence pursuant to the Americans with Disabilities Act (ADA) or California Fair Employment & Housing Act (FEHA) for at least one year or the employee has requested disability retirement based on their permanent disability.

<b>For Office Use Only:</b>	
Release of Retirement Info Signed:	FCERA Verification: