

**CLOTH FACE MASKS/ COVERINGS**  
**are now required to enter the Pasadena Fund Office,**  
**as mandated by the City of Pasadena Public Health Dept.**

Due to the COVID-19 pandemic, walk-in visits will only be permitted for Vacation Holiday distributions and to drop off documents. All other matters can be handled by calling the Member Services Department (866 400-5200) or online through the Trust Fund website.

Following are the dates and times for both offices.

**Pasadena**

The Trust Fund Office will only be open for walk-ins for Vacation Holiday withdrawals Monday through Thursday from 8:30 am to 4:30 pm (no walk-ins on Fridays) and closed for lunch between noon and 1:00 pm.

Documents may be dropped off Monday through Friday between 8:30 am to 4:30 pm.

**Las Vegas**

The Trust Fund Office will only be open for walk-ins for Vacation Holiday withdrawals and to drop off documents Monday through Thursday from 10:00 am to 3:00 pm (office closed on Fridays).

**Pasadena & Las Vegas**

To avoid potentially long waits for walk-in visits, please note that Vacation Holiday withdrawal applications can be faxed into our offices and your check will arrive in the mail within a couple of days. The withdrawal application can be downloaded on our website [www.oefi.org](http://www.oefi.org) and can be faxed to (626) 356-3502.

We apologize for any inconvenience this may cause but we are doing our best to service the membership as best we can during these challenging times.