



Legislation Text

File #: 24-690, Version: 1

Memorandum

Date: June 18, 2024

To: The Honorable Lake County Board of Supervisors

From: Pam Samac, Human Resources Director

Subject: Approve Leave of Absence request for Department of Public Works Employee Jالية Simons, from April 20, 2024 through July 20, 2024, and authorize the Chair to Sign

Executive Summary:

Jالية Simons, Public Works Worker Senior, has requested a leave of absence that extends beyond Family Medical Leave, Department Leave and County Administrative Officer leave.

At this time Department of Public Works and Human Resources are requesting Board of Supervisors approval for additional discretionary leave from April 20, 2024 through July 20, 2024, during which time the employee will initiate the interactive process with Human Resources.

The Department of Public Works and Human Resources requests that the Board authorize the Board of Supervisors Chair to sign the leave of absence request.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply):

☐ Not applicable

- ☐ Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)
- ☐ Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
- ☐ For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- ☐ Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Not applicable | |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> County Workforce |
| | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake |

Recommended Action: Approve Leave of Absence request for Department of Public Works employee Jالية Simons, from April 20, 2024 through July 20, 2024 and authorize the Chair to

sign.