



## Legislation Details (With Text)

**File #:** 17-838      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 9/14/2017      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 9/19/2017      **Final action:**  
**Title:** Approve Leave of Absence Request for June Richmond, Eligibility Worker, from August 31, 2017 to October 25, 2017.  
**Sponsors:** Administrative Office  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Carol J. Huchingson, County Administrative Officer  
**DATE:** September 19, 2017  
**SUBJECT:** Approve Leave of Absence Request for June Richmond, Eligibility Worker, from August 31, 2017 to October 25, 2017.

### EXECUTIVE SUMMARY:

June Richmond is an employee of the Social Services Department who has been on an extended Leave of Absence and has exhausted all leave which can be approved by the Department Head. County Administrative Officer approval for August 8, 2017 to August 30, 2017 has also been approved. Ms. Richmond is now requesting additional leave, from August 31, 2017 to October 25, 2017, which exceeds my level of authority and requires Board approval. The Social Services Director supports this request.

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted  
Estimated Cost:  
Amount Budgeted:  
Additional Requested:  
Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** N/A

**STAFFING IMPACT (if applicable):** N/A

**RECOMMENDED ACTION:** Approve Leave of Absence Request for June Richmond, Eligibility Worker, from August 31, 2017 to October 25, 2017.