



## Legislation Details (With Text)

**File #:** 18-593      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 7/2/2018      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 7/10/2018      **Final action:**  
**Title:** Approve Extended Leave of Absence for Deputy Assessor-Recorder III Marilyn Higgins  
**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:** July 10, 2018  
**SUBJECT:** Approve Extended Leave of Absence for Deputy Assessor-Recorder III Marilyn Higgins

### EXECUTIVE SUMMARY:

Assessor-Recorder (A-R) III Marilyn Higgins has requested additional leave of absence, extending beyond Family Medical Leave and Department Leave, from June 18, 2018 through July 30, 2018. Board approval is needed for this additional leave. For medical privacy reasons, copies of the doctors completed request form have not been distributed to your Board, and the County Administrative Officer has retained the original for signature pending the Board's decision. The A-R 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 extended leave of absence from June 18, 2018 through July 30, 2018 for Deputy Assessor-Recorder III Marilyn Higgins.