



## Legislation Text

File #: 17-106, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Carol J. Huchingson, County Administrative Officer

**DATE:** February 7, 2017

**SUBJECT:** Approve Leave of Absence Request for Selena Jackson, Substance Abuse Counselor, from January 1, 2017 to February 28, 2017 or until such time as the Behavioral Health Department has completed a recruitment and is ready to make an offer of employment to fill the position, whichever date is sooner.

#### EXECUTIVE SUMMARY:

Selena Jackson is an employee of the Behavioral Health Department who has been on an extended Leave of Absence and has exhausted all leave which can be approved by the Department Head and the County Administrative Officer. Ms. Jackson is requesting additional leave, from January 1, 2017 to February 28, 2017, which requires Board approval.

Due to the business needs of the department to have Ms. Jackson's position as a Substance Abuse Counselor actively working, the Department Head is requesting that your Board approve the request for additional leave to February 28, 2017 or until such time as the department has completed a recruitment and is ready to make an offer of employment to fill the position, whichever date is sooner.

**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:**

Staff recommends your Board Approve Leave of Absence Request for Selena Jackson, Substance Abuse Counselor, from January 1, 2017 to February 28, 2017 or until such time as the Behavioral Health Department has completed a recruitment and is ready to make an offer of employment to fill the position, whichever date is sooner.