



## Legislation Text

File #: 17-682, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

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

**DATE:** July 25, 2017

**SUBJECT:** Approve Leave of Absence Request for Hannah Lee, Staff Services Analyst, from July 2, 2017 to August 2, 2017 or until such time as the Social Services Department has completed recruitment and is ready to make an offer of employment to fill the position, whichever date is sooner.

#### EXECUTIVE SUMMARY:

Hannah Lee 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 and the County Administrative Officer. Ms. Lee is requesting additional leave, from July 2, 2017 to August 2, 2017, which requires Board approval.

Due to the business needs of the department to have Ms. Lee's position as a Staff Services Analyst actively working, the Department Head is requesting that your Board approve the request for additional leave to August 2, 2017 or until such time as the department has completed 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 Hannah Lee, Staff Services Analyst, from July 2, 2017 to August 2, 2017 or until such time as the Social Services Department has completed recruitment and is ready to make an offer of employment to fill the position, whichever

date is sooner.