



Legislation Text

File #: 17-838, Version: 1

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.