



## Legislation Text

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File #: 18-060, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

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

**DATE:** January 23, 2018

**SUBJECT:** Approve Leave of Absence Request for Dennis Reynolds, Senior Deputy Probation Officer, January 1, 2018 through January 31, 2018.

#### EXECUTIVE SUMMARY:

Dennis Reynolds is an employee of the Probation 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 October 1, 2017 to October 15, 2017 has also been approved. Your Board has already approved leave from October 16, 2017 to January 1, 2018. Mr. Reynolds is now requesting additional leave, from January 1, 2018 to January 31, 2018, which also exceeds my level of authority and requires Board approval. The Chief Probation Officer 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 Dennis Reynolds, Senior Deputy Probation Officer, January 1, 2018 through January 31, 2018.