



Legislation Text

File #: 18-436, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: May 22, 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 April 23, 2018 through June 18, 2018. As CAO, I am able to approve said leave through June 5, 2018. Board approval is needed for approval of leave from June 6, 2018 through June 18, 2018. 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): None

STAFFING IMPACT (if applicable): N/A

RECOMMENDED ACTION:

Approve extended leave of absence from June 6, 2018 through June 18, 2018 for Deputy Assessor-Recorder III Marilyn Higgins.