



## Legislation Text

File #: 18-742, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

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

**DATE:** August 28, 2018

**SUBJECT:** Approve Extended Leave of Absence for Deputy Assessor-Recorder III Marilyn Higgins from July 31, 2018 through September 20, 2018

#### EXECUTIVE SUMMARY:

Marilyn Higgins, Deputy Assessor-Recorder III, has requested a leave of absence that extends beyond Family Medical Leave, Department Leave, and County Administrative Officer approved leave. At this time the Assessor Recorder's Office is requesting the Board of Supervisors approve additional leave from July 31, 2018 to September 20, 2018. The Assessor Recorder's Office requests that the Board authorize the Chair to sign the 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 Extended Leave of Absence for Deputy Assessor-Recorder III Marilyn Higgins from July 31, 2018 through September 20, 2018.