



Legislation Text

File #: 18-765, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: September 11, 2018

SUBJECT: Approve Leave of Absence Request for Behavioral Health Client Support Assistant Melinda Daunis from July 20, 2018 through October 20, 2018 and authorize the Chair to sign

EXECUTIVE SUMMARY:

Melinda Daunis, a Client Support Assistant with the Behavioral Health Department, has requested a leave of absence that extends beyond Department Leave.

Melinda Daunis is requesting CAO Leave from July 20, 2018 through September 20, 2018 and BOS Leave from September 21, 2018 through October 20, 2018. At this time the Behavioral Health Department is requesting the County Administrative Officer and Board of Supervisors to approve additional leave. The Behavioral Health Department requests that the Board authorize the Board of Supervisors 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 Leave of Absence Request for Behavioral Health Client Support Assistant Melinda Daunis from July 20, 2018 through October 20, 2018 and authorize the Chair to sign.