



## Legislation Text

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File #: 18-1086, Version: 1

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### MEMORANDUM

**TO:** Board of Supervisors

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

**DATE:** December 11, 2018

**SUBJECT:** Approve Leave of Absence Request for Leroy Fields, Substance Abuse Counselor III, from November 13, 2018 through February 14, 2019 and authorize the CAO and Chair to sign

#### EXECUTIVE SUMMARY:

Leroy Fields, Substance Abuse Counselor III, has requested a leave of absence that extends beyond Department Leave.

Leroy Fields is requesting CAO Leave from November 13, 2018 through December 10, 201 and BOS Leave from December 11, 2018 through February 14, 2019. 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 Leroy Fields, Substance Abuse Counselor III, from November 13, 2018 through February 14, 2019 and authorize the CAO and Chair to sign.