



## Legislation Text

File #: 19-634, Version: 1

### MEMORANDUM

**TO:** Board of Supervisors

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

**DATE:** September 17, 2019

**SUBJECT:** Approve Leave of Absence request for Substance Abuse Counselor III, Leroy Fields, from September 16, 2019 through November 21, 2019, and authorize the Chair to sign

#### EXECUTIVE SUMMARY:

Leroy Fields, Substance Abuse Counselor 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 Behavioral Health Department is requesting the Board of Supervisors approve additional leave from September 16, 2019 to November 21, 2019. 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):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:** Approve Leave of Absence request for Substance Abuse Counselor III, Leroy Fields, from September 16, 2019 through November 21, 2019, and authorize the Chair to sign.