

**BOARD OF COMMISSIONERS**

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*“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”*

*“Looking forward with purpose”*

**COUNTY BOARD - PROPOSED ADDENDUM  
TUESDAY, FEBRUARY 16, 2016**

**6.0 Department Presentations**

**6.4 Human Resources – Sue Luing**

**A. Personnel Leave of Absence (*Action*)**

FIRST DISTRICT  
Marvin Zylstra

SECOND DISTRICT  
Gene Metz

THIRD DISTRICT  
Matt Widboom

FOURTH DISTRICT  
Robert Demuth Jr.

FIFTH DISTRICT  
Donald Linssen



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## **COMMISSIONER BRIEFING**

*Personnel Leave of Absence  
Administration  
Sue Luing  
5 minutes*

### **Issue:**

*The County Board previously approved a 1 month unpaid leave of absence for a county employee that will expire on March 4, 2016. The employee is requesting additional leave.*

### **Discussion:**

*Due to circumstances beyond the employee's control, additional unpaid leave of 30 days is being requested until April 3, 2016. This employee has been on a combined partial and full leave of absence since June 2015.*

### **Options:**

- 1. Approve the leave of absence request per employee request for 30 days.*
- 2. Approve the request but for a different time frame.*
- 3. Deny the request (this in effect would be the same as terminating employment).*

### **Recommendation:**

*Grant the request for an additional 30 days leave of absence.*