



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by W. W. W. Date 8/7/07
General Manager

DATE: August 10, 2007
TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: Employee Leave of Absence Extension

RECOMMENDATION: That the Board of Directors approve the General Manager's recommendation to extend an employee's leave of absence for six months to February 20, 2008.

DISCUSSION

The District's Leave of Absence Policy states: "Unpaid leave of absence may be granted to regular employees for a maximum, normally of one (1) year, by the Board of Directors on recommendation of the General Manager. The Board may, in such cases as is deemed best, extend such leave of absence for a greater period than one (1) year. The General Manager may grant unpaid leave of absence for up to three (3) months."

This employee has been off work since February 21, 2007 for reason(s) that have prevented his return. The General Manager granted the employee's request to continue the leave for the three months that followed his Family and Medical Leave, which expired on May 21st. On August 21st, this extension will expire unless the Board authorizes a continuance. The employee has requested a six-month extension and the General Manager is recommending that the Board approve this request.

This employee has been employed by the District for over ten years and has performed well with satisfactory performance evaluations each year. The employee is hopeful that he will be able to return to work and his supervisors would like to provide the opportunity for this excellent employee to come back. His absence has increased the workload for others; however, this extension is not expected to add additional operational burdens given the current staffing plan which calls for vacant positions, generally, to remain unfilled as long as practical. The employee's privacy rights in this matter restrict my providing any further particulars.

If additional information is desired by any of you on this matter, please feel free to contact me directly prior to the Board meeting.

Richard Norton