



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by WMM Date 1/11/07  
General Manager

DATE: January 8, 2007  
TO: Board of Directors  
FROM: Administrative Services Manager  
SUBJECT: Employee Leave of Absence Extension

**RECOMMENDATION:** That the Board of Directors approve General Manager's recommendation to extend an employee's leave of absence to May 31, 2007.

### 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 regular employee has been off work since August 11, 2006 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 October 30, 2006. On February 1, 2007 this extension will expire unless the Board authorizes a continuance and the General Manager is recommending the Board to approve this request.

This person has been with the District since September 2003 and has been a superior employee with satisfactory performance evaluations each year. There are good and substantiated reasons to believe that he will be able to return to work in several months - as early as March but no later than May - and staff would like to provide the opportunity for this excellent performer to return. His absence has increased the workload for others, but personnel would continue to adjust as necessary. The employee's privacy rights in this matter restrict my providing any further particulars in this memo.

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