

15 JUN -3 110 :04

Lucy Flores Mendez

From: Silas Halloran-Steiner
Sent: Thursday, May 07, 2015 9:04 AM
To: Mary Starrett; Laura Tschabold
Cc: Lucy Flores Mendez; Ken Huffer; Caren Anderson; Margaret Jarmer; Emily Piper
Subject: Board Consideration: Leave Without Pay for Terri Koenig

Hi Mary and Laura,

I am requesting the Board's approval of additional leave without pay for one of our Community Support Services Human Specialists, Terri Koenig. Due to a medical condition, she will exhaust her leave under Oregon's protected leave laws on 5/9/15. Per policy I can approve up to 5 additional days of Leave Without Pay (LWOP) per month and I plan to approve LWOP for the week of 5/11/15 to 5/15/15. Given the information we have at this time, we believe Ms. Koenig will return to work on 6/6/15 so I am requesting Board Approval for LWOP from 5/15/15 to 6/6/15.

Please let me know if you have any questions. Ken is also available to answer questions specific to the nature of the leave and how it is tracked.

Lucy, please place this on the Agenda for the next Board session.

Thanks,

Silas Halloran-Steiner
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Our Vision: People in Yamhill County live, work, learn, and play in safe communities that support wellness and dignity.

Our Mission: To promote the public's physical, emotional and social well-being through services, prevention, education, and partnerships.

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Accepted by Yamhill County
Board of Commissioners on
5.14.15 by Board Order
15-129