

## Carolina Rook

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**From:** Silas Halloran-Steiner  
**Sent:** Wednesday, January 31, 2018 10:20 AM  
**To:** Mary Starrett; Laura Tschabold  
**Cc:** Carolina Rook; Keri Hinton; Krisan Pendleton; Desiree Lundeen; Lindsey Manfrin; Amy Thorkildson; Christina Malae  
**Subject:** RE: Board Consideration: HHS Employee Extended Leave Without Pay

Hi All,

Please use this updated version, thanks!

Hi Mary and Laura,

Due to medical reasons, I am requesting Board authorization for an additional twenty (20) working days of Leave Without Pay (LWOP) for [REDACTED] employee #3093 from 2/5/18 through 3/2/18 with an anticipated return to work date the week of 3/5/18. The nature of the leave is protected under Family Medical Leave Act or Oregon Family Leave Act, however, the employee has exhausted their FMLA and OFLA entitlement. I do believe this leave warrants additional LWOP authorization beyond the five (5) days per month I can authorize under County policy as department head.

Keri/Carolina, please add this onto the Board Agenda as "add-on" this week if approved by Laura with the following suggested language:

"Authorize an additional twenty (20) days of Leave Without Pay (LWOP) for [REDACTED] employee #3093."

Please let me know if you have any questions.

Thanks,

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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.

Accepted by Yamhill County  
Board of Commissioners on  
2/1/18 by Board Order  
# 18-29