

## Keri Hinton

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**From:** Desiree Lundeen  
**Sent:** Friday, March 23, 2018 3:10 PM  
**To:** Mary Starrett  
**Cc:** Silas Halloran-Steiner; Keri Hinton; Carolina Rook; Ken Huffer; Laura Tschabold  
**Subject:** Request for additional LWOP for Emp 1413

Hi Mary and Laura,

Due to medical reasons, I am requesting Board authorization for an additional nineteen (19) working days of Leave Without Pay (LWOP) for HHS employee #1413 from 4/2/18 through 4/25/18 with an anticipated return to work date of 4/26/18. 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. Please note that the BOC approved an additional 21 days of leave for this employee through April 1<sup>st</sup> but due to medical complications, this employee's physician has not released them to report to work until after an additional follow up.

Please note that Silas is aware of the need for this request for this employee.

Keri/Carolina, please add this onto the Board Agenda for this week, if you have Laura's approval, with the following suggested language:

"Authorize an additional nineteen (19) days of Leave Without Pay (LWOP) for employee #1413."

Please let me know if you have any questions.

Thanks,

Desiree Lundeen  
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Accepted by Yamhill County  
Board of Commissioners on  
3/29/18 by Board Order  
# 18-94