

## Carolina Rook

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**From:** Silas Halloran-Steiner  
**Sent:** Friday, May 04, 2018 9:08 AM  
**To:** Mary Starrett; Laura Tschabold  
**Cc:** Keri Hinton; Carolina Rook; Desiree Lundeen; Lindsey Manfrin; Christina Malae; Amy Thorkildson  
**Subject:** Board Consideration: Additional Leave Without Pay for Employee #4348

Hi Mary and Laura,

Due to medical reasons, I am requesting Board authorization for Leave Without Pay (LWOP) for HHS employee #4348 from 5/3/18 through 5/16/18 with an anticipated return to work date of 5/17/18. The nature of the leave is no longer protected under Family Medical Leave Act or Oregon Family Leave Act.

Keri/Carolina, please add this onto the Board Agenda for next week with the following suggested language:

“Authorize Leave Without Pay (LWOP) for employee #4348.”

Please let me know if you have any questions.

Thanks,

Silas Halloran-Steiner  
Director, Yamhill County Health and Human Services Department  
Phone: (503) 434-7523  
Cell: (503) 435-7572  
Fax: (503) 434-9846  
627 NE Evans  
McMinnville, OR 97128

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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  
5/10/18 by Board Order  
# 18-148