

# Yamhill County

Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128  
Phone (503) 434-7308 • Fax (503) 434-7553  
TTY (800) 735-2900 • www.co.yamhill.or.us

## OFFICE OF HUMAN RESOURCES

ANDREA PAOLA  
HUMAN RESOURCES MANAGER  
MIKALIE MORENO  
RISK MANAGER/HR ANALYST  
KATHY ARREOLA  
HUMAN RESOURCES SPECIALIST  
DOLORES JOHNSON  
HUMAN RESOURCES ASSISTANT

**DATE:** August 29, 2019  
**TO:** Yamhill County Board of Commissioners  
**FROM:** Mikalie Moreno, Risk Manager/HR Analyst *MM*  
**SUBJECT:** HHS Employee Extended Leave Without Pay

Due to medical reasons I am requesting Board authorization for an additional twenty-six (26) working days of Leave Without Pay (LWOP) for HHS Adult Behavior Health employee #4190 effective 9/4/19 with an anticipated return to work date of 10/10/19. The nature of the leave is protected under both Family Medical Leave Act and Oregon Family Leave Act however the employee has exhausted their FMLA and OFLA entitlement. I do believe this leave warrants additional LWOP authorization.

Please let me know if you have any questions or need any clarification.

Accepted by Yamhill County  
Board of Commissioners on  
9/5/19 by Board Order  
# 19-328