

# Yamhill County

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## OFFICE OF HUMAN RESOURCES

DATE: September 16, 2025  
TO: Yamhill County Board of Commissioners  
FROM: Mikalie Moreno, Assistant HR Manager/Risk Manager  
SUBJECT: Employee Extended Leave Without Pay

PATRICIA ROJAS  
HUMAN RESOURCES DIRECTOR  
MIKALIE J. MORENO  
ASSISTANT HR MANAGER/RISK  
MANAGER  
MEGAN MARASCO  
HUMAN RESOURCES GENERALIST  
KRISTA STIEBER  
HUMAN RESOURCES GENERALIST  
NICOLE BORRAYO  
HR ASSISTANT

I am requesting Board authorization for Leave Without Pay (LWOP) for employee #1304 effective 09/02/25 with an anticipated end date of 11/01/25. The nature of the leave is protected under both Family Medical Leave Act (FMLA), and Paid Leave Oregon (PLO) however, the employee has exhausted their FMLA, and PLO entitlement. I do believe this leave warrants additional LWOP authorization.

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

Approved by the Yamhill County Board of  
Commissioners on 09/18/2025  
via Board Order 25-297