



MEMORANDUM

To: City of Menasha Personnel Committee
From: Peggy Steeno, Director of Administrative Services
Date: September 29, 2016
RE: Request for Approval – Unpaid Leave of Absence

BACKGROUND

There is currently a regular, part-time employee that is requesting an unpaid leave of absence for medical reasons. The expected duration of the leave is twelve weeks. The employee does qualify for State FMLA, which equates to two weeks of protected time off. In addition, the employee has approximately 66 hours of accrued time off available for use. Therefore, the request is for an unpaid leave of absence of approximately eight weeks.

This request is being made to the Personnel Committee as is required by the City's Personnel Policy Handbook. The specific language in the handbook reads as follows:

An unpaid leave of absence of up to ten (10) work days may be requested by any employee who has completed six months of continuous employment with the City. Such request for leave shall be submitted in writing to the employee's Department Head and must be approved, in advance, by the Personnel Director and/or the Mayor. *Leaves of absence in excess of ten (10) work days shall also require approval of the Personnel Committee.* No unpaid leaves of absence will be granted until all unused vacation and floating holidays have been used. Unpaid leaves of absence for medical absence will only be granted after an employee has exhausted all accrued sick leave, floating holidays, and vacation benefits.

ANALYSIS

In reviewing this request and making the recommendation to approve the unpaid leave, the department head has confirmed that there will not be a staffing issue, and the hours will be covered by another part-time employee who completes the same duties on a daily basis. This will be covered by straight time hours, so overtime will not be an issue.

FISCAL IMPACT

There is no fiscal impact with regard to this request as the employee who is requesting the unpaid leave, and the employee filling in, are at the same pay grade.

RECOMMENDATION

Staff recommends that the Personnel Committee approve the unpaid leave of absences as requested.