



# Baldwin County Commission

## Legislation Details (With Text)

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**File #:** 23-0530      **Version:** 1

**Type:** Consent      **Status:** Agenda Ready

**File created:** 1/6/2023      **In control:** Baldwin County Commission Regular

**On agenda:** 1/17/2023      **Final action:**

**Title:** Probate Office - Request for Leave of Absence

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
1/17/2023	1	Baldwin County Commission Regular		

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 1/17/2023

**Item Status:** New

**From:** Harry D'Olive, Probate Judge

Deidra Hanak, Personnel Director

**Submitted by:** Deidra Hanak, Personnel Director

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### ITEM TITLE

Probate Office - Request for Leave of Absence

### STAFF RECOMMENDATION

At the request of the Probate Judge, approve a Leave of Absence for employee #145816 beginning January 9, 2023, for up to an eight-week period as outlined in the Baldwin County Employee Handbook, Section IV.I. "If an employee exhausts all of his or her annual, sick and FMLA leave and still needs additional time off for personal or health reasons, he or she may apply for an unpaid leave of absence for a period of up to three (3) months. The request for leave must be given to the employee's supervisor and Appointed Department Head at least thirty (30) days prior to the start of the requested leave date unless the leave is an emergency. Any request for leave of absences must be approved or denied by the County Commission."

### BACKGROUND INFORMATION

**Background:** N/A

**Previous Commission action/date:** N/A

### FINANCIAL IMPACT

**Total cost of recommendation:** N/A

**Budget line item(s) to be used:** N/A

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

**LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

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**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Personnel - Implement

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
N/A

**Additional instructions/notes:** N/A