



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

TO: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

COPY: James Knight, Director
Facilities Management and Planning

FROM: Kathy Novosad, PHR
Senior Human Resources Generalist

SUBJECT: Commissioners Court Agenda Item
Extension of Involuntary Leave of Absence

DATE: October 20, 2015

Facilities Management and Planning Department is seeking approval to extend an involuntary leave of absence for their employee in Position # 4181-0018, consistent with Policy 706, Leave of Absence. The employee has a serious health condition and has exhausted all FMLA leave and a six month leave of absence. The employee does some work for the department as able but is unable to return to full time work at this time. The department would like to extend the leave for no more than an additional six months to allow the employee to recover and return to work full time.

Please contact Kathy Novosad at 281-341-8624 if you have any questions.