



# HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Nicole Ledet SHRM-CP, PHR  
Director of Human Resources

## MEMORANDUM

To: Judge KP George  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner Dexter McCoy

From: Kim Dzierzanowski  
Human Resources Generalist

Subject: HR Agenda Item for September 12, 2023 Commissioners Court

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The following information is summary of the HR Agenda Items for the September 12, 2023 Commissioners Court.

Discussion Item – Human Resources – Take all appropriate action to approve to extend an unpaid involuntary leave of absence for the employee in Position 5601-0665, consistent with Policy 706-Leave of Absence. The employee has a serious health condition and has exhausted a six month leave of absence. The employee is unable to return at this time. The department would like to extend the unpaid leave for an additional six months to allow the employee to recover and return to work.

### **Policy 706, Section 706.01 – Leave of Absence**

Full-time employees may be granted a leave of absence without pay at the discretion of the elected official or department head. The decision as to whether such leave is granted shall be based on the needs of the department. The recommended maximum length of a leave of absence is six (6) months. A leave of absence extending beyond 6 months shall require the approval of Commissioners Court.