



HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Nicole Ledet, PHR
Director of Human Resources

MEMORANDUM

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

From: Tanya Clayton
HR Generalist- Leaves Administration

Subject: Commissioners Court Agenda Item
Administrative Leave Pay Extension

Date: February 27, 2024

As provided by the Fort Bend County Employee Information Manual Section 707, Administrative Leave and Suspension Without Pay, administrative leave lasting more than 3 months shall require the approval of the Commissioners Court.

Human Resources is requesting an additional three months of Administrative Paid Leave for an employee of the Emergency Medical Services department, position 5401-0105.

Please contact Tanya Clayton at 281-341-8619 if you have any questions.