



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
Withdrawal Application, Shared Sick Leave Pool

Date: June 11, 2024

As provided by the Fort Bend County Employee Information Manual Section 712, Shared Sick Leave Pool, the administrative committee of the Pool is submitting this request for the Commissioners Court agenda. The committee has reviewed the withdrawal application and finds the employee to be eligible to withdraw hours from the Pool. The committee recommends withdrawal(s) as follows:

An employee of:
Animal Services, Position# 6331-0017, 360 hours

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