



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: Tanya Clayton
Human Resources Generalist

Subject: Administrative Paid Leave (APL) Consent

Date: December 17, 2024

Per Section 707.01: At the discretion of the elected official or department head, an employee may be placed on administrative leave, which temporarily suspends the employee from performing all job duties. The length of an administrative leave should be kept to a minimum, typically between one and five days absent extenuating circumstances. In some situations, the leave may be for a longer duration while awaiting the outcome of an investigation or legal proceeding. Administrative leave lasting more than 3 months shall require approval of the Commissioners Court.

Human Resources is requesting consent to extend APL for an employee of the Emergency Medical Services Department, position No. 5401-0414 for an additional 90 days beginning November 26, 2024.

If you have any questions regarding this rehire, please contact Tanya Clayton (x18619).