



# 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: January 14, 2025

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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 reviewed the withdrawal application and found that the employee can withdraw hours from the pool. The committee recommends withdrawal(s) as follows:

An employee of:  
Constable Pct. 1, Position# 5503-0021, 320 hours  
Constable Pct. 1, Position# 5503-0068, 160 hours

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