



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: September 23, 2025

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:
Facilities, Position# 4181-0048, 360 hours
Information Technology, Position# 5031-0041, 480 hours
District Attorney, Position# 4801-0144, 268.5 hours

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