



STAFF REPORT	
SUBJECT: Approval of Additional Leave of Absence Without Pay for Maintenance Worker II Johnny Miskill	MEETING DATE: July 6, 2023
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve an additional leave of absence without pay for Maintenance Worker II Johnny Miskill for June 8, 2023 through June 18, 2023.

BACKGROUND/DISCUSSION:

At the May 18, 2023 City Council meeting, your Council approved an unpaid Leave of Absence for Public Works Maintenance Worker II Johnny Miskill due to personal reasons. City of Clearlake Personnel Regulations Section 2-7.18 state that an employee may request a leave of absence without pay for personal reasons, but any leave of absence over thirty days must be approved by the City Council. Any employee who takes an unpaid leave of absence does not receive accruals or benefits during the unpaid leave.

It was discovered that due to a clerical error the leave of absence should have been extended through June 18th. Mr. Miskill has since returned to work and staff is asking Council to approve the extension due to an internal date error.

OPTIONS:

1. Move to approve additional leave of absence for Mr. Miskill through June 18, 2023
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

Goal #1: Make Clearlake a Visibly Cleaner City

- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to approve a leave of absence for Mr. Miskill through June 18, 2023.

- Attachments:** 1)
- 2)