



STAFF REPORT	
SUBJECT: Approval of Leave of Absence Without Pay for Maintenance Worker II Johnny Miskill	MEETING DATE: May 18, 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 a leave of absence without pay for Maintenance Worker II Johnny Miskill through June 7, 2023.

BACKGROUND/DISCUSSION:

Public Works Maintenance Worker II Johnny Miskill has been off work since May 1st, 2023 due to personal reasons and has requested that leave be extended until June 7, 2023. Public Works Director Leyba approved a seven day leave of absence, and City Manager Flora approved a thirty day leave of absence. 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.

OPTIONS:

1. Move to approve a leave of absence for Mr. Miskill through June 7, 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 7, 2023.

- Attachments:** 1)
- 2)