CITY OF CLEARLAKE

City Council

STAFF REPORT	
SUBJECT: Approval of Leave of Absence Without Pay for Maintenance Worker Johnny Miskill	**MEETING DATE:** March 7, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: ☐ Information only ☐ Discussion ☒ 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 April 12, 2024.

BACKGROUND/DISCUSSION:

Public Works Maintenance Worker II Johnny Miskill has been off work without pay since February 1, 2024 due to personal reasons and has requested that leave be extended until April 12, 2024. 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 April 12, 2024
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 April 12, 2024.

☐ **Attachments:**   1)

2)