



CITY OF CLEARLAKE

City Council

STAFF REPORT

SUBJECT: Approval of Leave of Absence Without Pay for Maintenance Worker I Federico Delacruz

MEETING DATE:

June 5, 2025

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 I Federico Delacruz through September 2025.

BACKGROUND/DISCUSSION:

Public Works Maintenance Worker I Federico Delacruz has been off work since January 2025 due to personal reasons and has requested that leave be extended until September 2025. 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 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. Delacruz through September 30, 2025.
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. Delacruz through September 30, 2025.

- ☐ **Attachments:** 1)
- 2)