



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date:

HEC-Leave of Absence Request Without Pay Melissa Garza

Agenda Item#:

Background:

Melissa Garza (E#151082) is classified as a 9-1-1 Telecommunicator at Houston Emergency Center and has been employed by the City of Houston since 10-15-2012. As a 9-1-1 Telecommunicator, Ms. Garza's responsibilities include answering 9-1-1 incoming phone calls and initially servicing anyone who calls in from the Houston area in need of emergency assistance.

For personal medical reasons, Ms. Garza exhausted her FMLA for the prior benefit year and is not eligible for FMLA for the present benefit year. She plans to return to work status on March 5, 2022 or sooner. Her last day paid was March 8, 2021.

Civil Service Commission approved two 90-days leave of absence without pay for Ms. Garza beginning March 9, 2021 and ending September 4, 2021. Therefore, we request Council approval of the leave of absence without pay request effective September 5, 2021 **through March 5, 2022** (182 days).

DocuSigned by:

Robert Mock

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Robert Mock
Houston Emergency Center Director

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