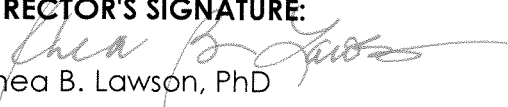


TO: Mayor via City Secretary REQUEST FOR COUNCIL ACTION

SUBJECT: Motion to extend unpaid leave of absence for Sarah Ortiz, Library Assistant Supervisor.		Category #	Page 1 of 1	Agenda Item #
FROM (Department or other point of origin): Library Department		Origination Date August 29, 2016	Agenda Date	
DIRECTOR'S SIGNATURE:  Rhea B. Lawson, PhD		Council District affected: All		
For additional information contact: Connica Lemond, Assistant City Attorney, 832-393-6208		Date and identification of prior authorizing Council action:		
RECOMMENDATION: (Summary) Approve the motion to extend unpaid leave of absence for employee Sarah Ortiz, Library Assistant Supervisor.				
Amount and Source of Funding:				
SPECIFIC EXPLANATION: The Houston Public Library requests that Council approve a motion to extend the unpaid leave of absence for Sarah Ortiz, Library Assistant Supervisor, beginning July 14, 2016 through August 8, 2016. Ms Ortiz has a medical condition which has prevented her return to duty since October 10, 2015. She has used all of her sick time, FML time, vacation time and two unpaid leaves of absence approved by the Municipal Civil Service Commission through July 13, 2016. In accordance with Code of Ordinances 14-172, any further unpaid leave must be approved by City Council. On May 10, 2016, the Houston Public Library recommended that Ms. Ortiz be medically separated. The hearing took place before the Civil Service Commission and a medical separation was granted as of August 9, 2016. Therefore, the Department requests that City Council approve an extended leave of absence for Ms. Ortiz from July 14, 2016 through August 8, 2016.				
REQUIRED AUTHORIZATION		CUIC #.		
Other Authorization:	Other Authorization:	Other Authorization:		
G:\LABOR\REEDA\ORDINANCES\RCA Chapter 14				
Date	SUBJECT:	Originator's Initials	Page 2 of 2	