



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 10/6/2016

PRD - Motion to extend unpaid leave for Andrea Richard

Agenda Item#:

### **Background:**

The Houston Parks and Recreation Department requests that Council approve a motion to extend the unpaid leave of absence of Andrea Richard, Senior Dispatcher beginning January 26, 2016 through August 8, 2016.

Ms. Richard has a medical condition which has prevented her return to duty since April 9, 2015. She has used all of her sick time, FML time vacation time and one (1) unpaid leave of absence approved by the Municipal Civil Service Commission through January 25, 2016. In accordance with Code of Ordinances 14-172, any further unpaid leave must be approved by City Council.

On August 1, 2016, the Houston Parks and Recreation Department recommended that Ms. Richard 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. Richard from January 26, 2016 through August 8, 2016.

### **Director's Signature:**

A handwritten signature in cursive script, appearing to read "Joe Turner", written over a horizontal line.

### **Prior Council Action:**

Not applicable

### **Amount of Funding:**

Not applicable

### **Contact Information:**

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