

Richland County Committee

Agenda Item Cover

Agenda Item Name: Emergency Radio/Tower Project utilizing Short Term Borrowing

Department	Highway	Presented By:	Commissioner
Date of Meeting:	03 Nov 2020	Action Needed:	Vote
Disclosure:	Open Session	Authority:	RC Employee Handbook pg10
Date submitted:	30 Oct 2020	Referred by:	

Recommendation and/or action language:

Motion to... approve requested for a leave of absence for Brain J Halter — Highway Department from 20 October 2020 through 30 October 2020.

Background: *(preferred one page or less with focus on options and decision points)*

Richland County Employee Handbook: 8. Leave of Absence: Leaves of absence without pay for up to six months may be granted by the Department Head subject to the approval of the Finance and Personnel Committee. Requests for leaves of absence shall be in writing and directed to the employee's Department Head. The Finance and Personnel Committee, after receiving the recommendation of the Department Head, may extend a County employee's leave of absence for up to an additional six months, no County employees may be granted a leave of absence in excess of one year in duration. All leaves of absence shall be reported to the County Clerk's Office within one week of its occurrence. All requests will be considered on their merits. County employees receiving leaves of absence for medical reasons must exhaust their sick leave before starting the leave of absence. The County will pay its normal health insurance premium contribution for those employees who are on Worker's compensation for a period of up to one year and for those employees who are on a medical leave of absence for a period of up to six months. County employees do not generate vacation and sick leave during unpaid of absence. Except in cases of family or medical leave governed by this handbook, employees, whether full-time or part-time, may continue their health insurance coverage during any approved non-medical leave of absence, with the employee paying 100% of the premium at least two weeks in advance of the due date.

Attachments and References:

Employee Requests	Physician Request

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)