

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 4-2-13

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Request for unpaid leave of absence

Requested Meeting Date: 4-9-13 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 12:00 pm to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners and County Administrator, Patrick Wussow
From: Bobbie Danielson, HR Manager
Date: April 2, 2013
Subject: Request for Unpaid Leave of Absence

Jerry DeWitt is a Heavy Equipment Operator in the Road and Bridge Department. He has requested an unpaid leave of absence under the terms of the Aitkin County Personnel Policies and Procedures Manual (Article5, Subject 5.6). The County Engineer supports his request. He plans to return approximately June1, 2013.

Please feel free to contact me if you have any questions or comments.

ARTICLE 5: EMPLOYEE BENEFITS AND SERVICES

SUBJECT 5.6: LEAVE OF ABSENCE

Effective: 11/28/00

PURPOSE: To assist employees who encounter unusual circumstances that necessitate an extended period of absence from their daily work duties.

A. GENERAL PROCEDURES:

A leave of absence must be requested in writing and submitted by the employee to the Department Head or supervisor for review. The Department Head will require the employee to complete the necessary request forms and then submit the forms to the Human Resources Department for processing.

Final determination to grant a leave of absence will be made at the sole discretion of the Aitkin County Board of Commissioners. When granting a leave of absence the following factors will be considered:

1. The employee's record of performance.
2. The employee's need for a leave of absence.
3. The workload of the employee's department.
4. The length of the request.

Any leave of absence shall be without pay. County benefits, as related to vacation, sick leave and holidays shall cease during the granted leave of absence period. However, health insurance, life insurance, long term disability insurance, shall continue during the leave. The cost of participating in these benefits shall be paid by the employee on a month-to-month basis or deducted retroactively from the employee's pay upon return to work. Seniority to receive benefits will continue to accrue.

B. RETURN FROM LEAVE OF ABSENCE:

The employee will be able to return to their same position provided it has not been eliminated due to reorganization or reduction in workforce.

If the position no longer exists all efforts will be made to return the employee to a comparable position within the organization.

If the employee does not return to work on the expiration date of the leave of absence, employment with Aitkin County shall be terminated.

Family and Medical Leave requests will be followed as defined by law and in Article 5.5