



Board of Public Works and Safety

Agenda Item

Cover Sheet

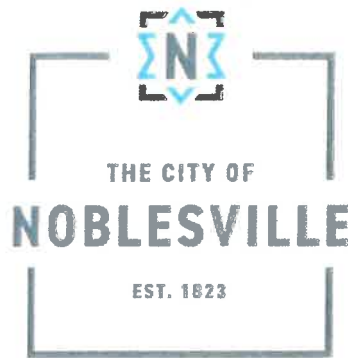
MEETING DATE: November 14, 2023

- ☐ Consent Agenda Item
- ☒ New Item for Discussion
- ☐ Previously Discussed Item
- ☐ Miscellaneous

ITEM #: 2

INITIATED BY: Holly Ramon

- ☒ Information Attached
- ☐ Bring Paperwork from Previous Meeting
- ☐ Verbal
- ☐ No Paperwork at Time of Packets



November 14, 2023

TO: Board of Public Works

FROM: Holly J. Ramon
Human Resources Director

RE: Use of Sick Leave Bank Hours

Before you is a request on behalf of a city employee for sick leave bank hours. This individual has been employed with the city since April 2023. He has been off from scheduled work due to his own serious health condition.

The employee's sick, float, and vacation hours will be depleted as of November 15, 2023. Therefore, we request sick bank hours be allocated to him from the sick bank. Based on the guidelines outlined in the Sick Bank Policy, the employee is eligible and is requesting 42.75 hours. Any future accrued benefit time will be used prior to him receiving these hours.

Thank you for your consideration. Should you have any questions or need additional information, please contact me at 317-776-6360.

Sincerely,

Holly J. Ramon
Human Resources Director

Enclosure

