

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: October 6, 2020	TYPE OF AGENDA ITEM: <input type="checkbox"/> Regular <input type="checkbox"/> Timed <input checked="" type="checkbox"/> Consent
---	---

DEPARTMENT: Auditor
APPROVING PARTY: Van A. Maddox
PHONE NUMBER: 530-289-3286

AGENDA ITEM: Approval of leave greater than 30 days for an employee.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Personnel Action Form

BACKGROUND INFORMATION: The Auditor's Office has an employee that would like to visit home/family in the Philippines, to make a trip this long the employee would like to be gone from work just over two months. A Department Head has authority under the county code to approve unpaid leave up to 30 days. Unpaid leave over 30 days must be approved by the Board of Supervisors. The employee has less than 30 days leave on the county books so Board approval is required. This is being set before the Board now in case any travel plans need to be adjusted depending on the Board's approval.

FUNDING SOURCE: General Fund
GENERAL FUND IMPACT: General Fund Impact
OTHER FUND:
AMOUNT: \$small savings N/A

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input checked="" type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
---	---	---

COMMENTS:

CLERK TO THE BOARD _____
DATE



COUNTY OF SIERRA
PERSONNEL ACTION FORM

Effective Date: 11/27/20
Department: Auditor's Office
Employee ID: E3463

Name: Casantusan Rizelle
Updated Employee Contact Information: PO Box 483, Downieville, CA 95936
Physical Address: (530) 536-6118
Home Phone, Cell Phone, Personal Email Address

Appointment, Merit Increase, Promotion, End of Probation, Longevity, COLA, Reclassification, Suspension, Termination, Resigned, Demotion, Status Change, Retirement, Other (checked)

M.O.U.

Present Classification: Account Tech III, Class 15, Step C
Proposed Classification:
Salary: \$21,204.7/hour, \$3,675.48/month
Permanent Full-Time (checked), Permanent Part-Time, Extra Help, Seasonal Help

New Hire: Previously or presently a Public Employee's Retirement System Member?

Employer Name, Time Period (when), Employee Name, if different:
Estimated Date of Longevities: 5 years - 10 years - 15 years - 20 years -

Explanation of Personnel Action:
Extended leave of absence due to travel out of the country starting November 27, 2020 returning to work on or before February 1, 2021.

Employee's Signature: [Signature] Date: 09-30-2020
Department Head's Signature: [Signature] Date: 9-30-20
Personnel Review: [Signature] Date: 9-30-2020
Auditing Review: [Signature] Date:

The above action conforms with the Personnel Code and County adopted budget or Board action attached.