



CITY COUNCIL AGENDA REPORT

MEETING DATE: May 3, 2004

ITEM NUMBER: Item Number

SUBJECT: REQUEST FOR LEAVE OF ABSENCE WITH PAY FOR CUSTODY OFFICER NANCY ELLIS

DATE: April 13, 2004

FROM: DEPARTMENT/TECHNICAL SUPPORT DIVISION

PRESENTATION BY: ALLEN HUGGINS, POLICE LIEUTENANT

FOR FURTHER INFORMATION CONTACT: ALLEN HUGGINS 714-754-5282

RECOMMENDATION:

The City Council is requested to approve Leave of Absence With Pay for ninety (90) days pursuant to Personnel Rules and Regulations, Rule 12, Section 4 (B), for Custody Officer Nancy Ellis.

BACKGROUND:

Nancy Ellis is assigned to the Technical Services Division, as a Custody Officer in the Costa Mesa City Jail. She has been on authorized Family Medical Leave Act (FMLA) since November of 2003, due to medical complications. As of February 21, 2004, she has exhausted all authorized FMLA leave time available to her. Currently, she is receiving long-term disability benefits and is using partial leave accruals to supplement her pay. Custody Officer Ellis is scheduled to see her doctor on April 27th and is expecting surgery to take place at a date to be later determined. At this time, her expected return to work date is unknown.

Custody Officer Ellis is requesting Leave of Absence With Pay for ninety-days (90), pursuant to Personnel Rules and Regulations, Rule 12, Section 4 (B).

ALTERNATIVES CONSIDERED:

Should the requested leave of absence be rejected, Custody Officer Ellis would be required to exhaust all remaining time banks and then return to duty or face termination. This alternative is less desirable as the time required to hire and train a replacement will exceed the requested leave by six (6) to twelve (12) months.

FISCAL REVIEW:

There is no fiscal impact.

LEGAL REVIEW:

There is no legal review required for this item.

CONCLUSION:

Ms. Ellis is requesting a ninety-day (90) paid leave of absence to successfully recover from anticipated surgery linked to medical complications.

ALLEN HUGGINS

Lieutenant

JOHN D. HENSLEY

Chief of Police

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ATTACHMENTS: