

HUMAN RESOURCES DEPARTMENT
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Date: March 29, 2016

To: Board of Supervisors

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Unpaid Leave of Absence - Kris Keuning

We have received a request for an unpaid leave of absence by Mr. Keuning who is a Corrections Officers through June 30, 2016. The Sheriff has already provided him with a 30 day unpaid leave of absence. Mr. Keuning meets the qualifications of an unpaid leave of absence pursuant to County Policy N. Therefore it is my recommendation that the request be approved.

Cc: Sheriff Conard
Dee F. Bruemmer, County Administrator