


# Memo

To: Michael R Couzzo, Jr., Village Manager  
From: Merlene Reid, HR Director   
Date: October 3, 2017  
Re: Personnel Policy Revision

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The Human Resources department is requesting approval to amend the Leave of Absence policy for the reasons outlined below:

<b>Policy</b>	<b>Change Summary</b>
Leave of Absence 5.8	This policy is being amended to address the process involved when the Village Manager is the employee requesting a Leave of Absence. As it currently stands, the policy only address employees below the level of Village Manager.