

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: January 11, 2006

SUBJECT: Request for Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) Leaves—Student Applications Coordinator/Student Services Assistant

Ms. Susan Elbe, Acting Director of Financial Aid, supports Ms. Trang Banh's request for Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) leaves for the birth of her first child and for bonding with her child beginning January 14, 2006, not to exceed twelve weeks in accordance with FMLA and CFRA. This request is supported by Mr. Ron Travenick, Associate Vice President, Student Services.

RECOMMENDATION:

The President/Superintendent recommends approval of Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) leaves of absence for Ms. Trang Banh, Student Applications Coordinator/Student Services Assistant, beginning January 14, 2006, with full group health benefits not to exceed twelve weeks in accordance with FMLA and CFRA.

DT/LE:di/BT 01-11-06 T Banh