

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Douglas Treadway

DATE: November 8, 2006

SUBJECT: Request for 40% Leave Without Pay, Tri-Cities One-Stop Career Center Case Manager

Ms. Gloria Taffee, Case Manager, requests approval of a request for a 40% Leave Without Pay, with prorated benefits, effective January 1, 2007, through June 30, 2007. Yvonka Headley, Director of the Tri-Cities One-Stop Career Center, supports this request.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Request for a 40% Leave Without Pay from January 1, 2007 through June 30, 2007, for Gloria Taffee, Case Manager, Tri-Cities One-Stop Career Center, with prorated salary and benefits.

DT/LKE:sq