

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: February 26, 2008
SUBJECT: Request for Leave of Absence

Mr. Lyle Engeldinger, Dean of Human Resources; requests approval of a request for a 100% Leave of Absence With Pay, from March 3, 2008 till May 30, 2008; for Human Resources Lead, Sharon Quintana.. Ms. Quintana will be having surgery. Vice President of Administrative Services supports this request.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Request for a 100% Leave of Absence with Pay and Benefits from March 3, 2008 through May 30, 2008, for Sharon Quintana, Human Resources Lead.

DT/LKE:edwal