

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Gari Browning
DATE: June 30, 2008
SUBJECT: Approval of Family Medical Leave of Absence, Program Secretary Assistant

Martha Brown, Dean of Counseling; requests approval of a Family Medical Leave Request, with pay and benefits from May 16, 2008 till TO BE DETERMINED; for Program Secretary Assistant WI, Jona Davis. Ms. Davis will be on maternity disability. Vice President of Administrative Services supports this request.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Request for FMLA with Pay and Benefits from May 16, 2008 till TO BE DETERMINED, for Jona Davis, Program Secretary Assistant WI.

GB/LKE:eduval