

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, Workforce Development Specialist

Tina Dodson, Career Center Director; requests approval of a Family Medical Leave Request, with 100% pay and benefits from July 1, 2008 till August 4, 2008; for Workforce Development Specialist, Shadia Schoen. Ms. Schoen will be caring for an ill parent out of the country. Vice President of Administrative Services supports this request.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees approve the Request for FMLA with 100% Pay and Benefits from July 1, 2008 through August 4, 2008, for Shadia Schoen, Workforce Development Specialist.