



CITY OF ANTIGO

FINANCE, PERSONNEL, AND LEGISLATIVE COMMITTEE MEETING

COUNCIL CHAMBERS

Wednesday, November 09, 2022

CITY HALL, 700 EDISON STREET

5:45 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Request for a Personal Leave of Absence on behalf of an Employee Beyond the 14-Day Limit as defined by the Employee Manual and as Allowed to be Granted by the Director of Administrative Services
2. Closed Session: Pursuant to Section 19.85 (1)(c), Wisconsin Statutes, and upon Proper Motion, the Committee will Convene into Closed Session to Discuss the Need for an Employee's Leave of Absence. Upon Completion of Discussion in Closed Session, the Commission will Reconvene into Open Session to Act on Matters Discussed, If Necessary, and Proceed with the Regular Order of Business
3. Action on Employee Leave of Absence as Discussed in Closed Session (if necessary)

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: November 04,2022

BILL BRANDT



To: Mayor and City Council

From: Mark Desotell, Director of Administrative Services

Date: November 09, 2022

Re: Request for a Personal Leave of Absence on behalf of an Employee Beyond the 14-Day Limit as defined by the Employee Manual and as Allowed to be Granted by the Director of Administrative Services

The City's Employee Manual allows for an Unpaid Personal Leave of Absence to be granted at the request of an employee through their respective Department Head and then submitted to the Director of Administrative Services (DOAS) for consideration/approval for a period not exceeding 14 calendar days. Absences for more than 14 days require that the DOAS defer any action to the Finance Personnel & Legislative Committee.

If the Personal Leave of Absence is for more than 30 calendar days, then vacation and other benefits are to no longer continue to accrue except as permitted by policies. Due to the medical nature, the issue will be discussed in closed session.