



AGENDA ITEM #8.3

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: November 5, 2019

Subject: Leave of Absence Request

Report: Attached is a letter from Chad Turcotte requesting authorization to take a leave of absence effective October 31, 2019 at 9:00 p.m. Mr. Turcotte would like to use this time to increase the wellness of his back and explore other possibilities. The City's Personnel Policies state the following excerpt regarding regular leave without pay.

The City Council may authorize leave without pay to a maximum of one year. Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to 90 days when the leave is for medical reasons.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, personal leave, or vacation leave.

Employees receiving leave without pay in excess of 30 calendar days, for reasons other than qualified parenting leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Council.

Council Action Requested: Council motion granting approval of Chad Turcotte's leave of absence request from October 31, 2019 at 9:00 p.m. to approximately February 1, 2020 with continuation of the City's contribution toward health and life insurance for up to 90 days.

POLICE

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plpd@pequotlakes-mn.gov



ERIC KLANG

Chief of Police

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City of Pequot Lakes,

I am requesting authorization to take regular leave without pay from October 31, 2019 effective at 9:00 p.m. through approximately February 1, 2020. As you are aware I had a second back surgery a couple of years ago and had difficulty with back rehabilitation.

I would like to use this time to increase the wellness of my back and explore other possibilities. During this time I will maintain contact with the City with updates as well as expected outcome and timeline.

I truly enjoy working for the City of Pequot Lakes and appreciate your consideration.

A handwritten signature in black ink, appearing to read "Chad Turcotte".

Chad Turcotte