



December 30, 2018

To: Personnel Committee
From: Marlo Kohlmann, Interim Transit Manager
Re: Unpaid Leave of Absence Request

Mike Korte, a part time Transit Driver, has requested a maximum of six weeks unpaid leave of absence starting January 15, 2019. Mike has been with us less than one year and because of the way the Union Contract is laid out, he cannot use his accrued vacation until his year anniversary.

Mike is a valuable employee and needs an operation. He will be misses, but we don't want to lose him as an employee. It's recommend that his request be approved.

Thank you for your consideration,

Marlo Kohlmann

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