

1. Care Leave Agenda August 1, 2022

Documents:

[CARE LEAVE AGENDA 08 01 22.PDF](#)

2. Care Leave Packet August 1, 2022

Documents:

[CARE LEAVE PACKET 08 01 22.PDF](#)

3. Care Leave Committee Minutes August 1, 2022

Documents:

[CARE LEAVE MINUTES 08 01 22.PDF](#)

CARE LEAVE COMMITTEE
MONDAY, AUGUST 1, 2022
9:00 A.M.
COUNCIL CHAMBERS

Old Business

1. Consideration and approval of minutes from previous meeting

CITIZENS PARTICIPATION

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

New Business

1. Appointment of Officers.
2. Consider and discuss new application to the Care Leave Donation pool by Courtney Walker.

Other Business

ADJOURNMENT

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
PRIOR TO MEETING.

Posted: _____

By: _____

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CARE LEAVE COMMITTEE MINUTES

Thursday, October 25, 2018, 9:00 a.m.

Carthage Fire Department

Members Present: David Myers-Chairman, Tim Hill, Julie Tilley, Bill Hawkins, and Lorie Neubert

New Business:

1. Appointment of officers.

Tim Hill made a motion to keep David Myers as the Chairman of the committee. Bill Hawkins seconded the motion. Motion carried.

Bill Hawkins nominated Tim Hill to serve as Co-Chairman of the committee. David Myers seconded the motion. Motion carried.

Lorie Neubert volunteered herself as the Secretary of the committee. Bill Hawkins seconded. Motion carried.

2. Reviewed request for Care Leave benefit (Brian Calhoon).

The committee reviewed a request from Brian Calhoon for supplemental paid leave.

Following discussion, Lorie Neubert made a motion seconded by Bill Hawkins to disperse 240 hours from the care leave pool to the employee. Any unused care leave time will go back into the pool. Employee will be going on family medical leave and can re-apply to care leave as necessary.

The meeting adjourned on motion by Bill Hawkins at 9:27.

**APPENDIX J
CARE LEAVE REQUEST FORM**

Name: Courtney Walker Department: Admin
Position/Job Title: Accounts Payable Clerk

Is employee on disciplinary leave without pay status? (Please Circle)

Yes

☒ No

Has requesting employee has exhausted all accrued leave? (Please Circle)

☒ Yes

No

Has the requesting employee experienced a personal injury or illness (to himself/herself or a family member; as specified in the City's Personnel Policy Manual) which is life threatening or catastrophic and not job related?
(Please Circle)

☒ Yes

No

Has requesting employee abused or misused sick leave in the past calendar year? (Please Circle)

Yes

☒ No

If Yes, please explain:

Who is making the request? Employee, spouse, etc. spouse, or an immediate relative or legal guardian?

Employee

Is physician's statement, describing the illness or injury, and a prognosis, including the estimated needed time away from work and whether the employee can work a modified work schedule attached? (Please Circle)

☒ Yes

No

Start Date of Anticipated Leave: 6-15-22

Expected Date of Return to Work: 9-6-22

Does physician's statement state whether the disability will be permanent? (Please Circle)

☒ Yes

☒ No

If no, please explain:

NOTE:

I hereby authorize the City of Carthage to contact my physician to verify the reason for my requested leave or for any other information concerning my requested care leave. I further understand that a failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the City of Carthage beforehand.

Signature

Courtney Walker
(Employee)

Date: 7/27/22

APPROVED BY:

Muanda Deal
Department Head

CARE LEAVE COMMITTEE MINUTES

Monday, August 1, 2022, 9:00 a.m.

City Hall Council Chambers

Members Present: Bill Hawkins, Jeff Pinnell, Michael Miller, Morgan Housh

Old Business:

1. Consideration and approval of minutes from previous meeting.

The committee reviewed the minutes from the previous meeting. Bill Hawkins made a motion to approve the previous minutes. Jeff Pinnell seconded the motion. Motion carried.

New Business:

1. Appointment of officers.

Michael Miller made a motion to nominate himself as Chairman, Jeff Pinnell as Co-Chairman, and Morgan Housh as Secretary. Bill Hawkins seconded the motion. Motion carried.

2. Reviewed request for Care Leave benefit (Courtney Walker).

The committee reviewed a request from Courtney Walker for supplemental paid leave. Following discussion, Bill Hawkins made a motion, seconded by Jeff Pinnell to disperse 40 hours from the care leave pool to the employee. Motion carried.

The meeting adjourned on a motion by Bill Hawkins at 9:20.