



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 11/7/2023 Meeting Date: 11/16/2023

Name: Kari Guy Department: Human Resources

1. Nature and purpose of agenda item:

Unpaid Leave Request - S.Sikes

2. Recommended Motion/Action:

Approve

3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Everett Phillips
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Board of County Commissioners

FROM: Lisa K.B. Roberts, *JK* HR/Community/Administrative Services Director

DATE: November 3, 2023

SUBJECT: Unpaid Leave Request – Steven Sikes

On February 8, 2023 Mr. Steven Sikes was hired by Columbia County as a full-time Small Equipment Operator at the Public Works Department. September 20, 2023, the County became aware of Mr. Sikes serious health condition and placed him on unpaid leave for thirty (30) days (9/20/2023-10/31/2023) approved by the Department Head, as he was not eligible for FMLA.

Mr. Sikes is unable to return to work; therefore, in accordance with Columbia County Personnel Policies and Procedures Manual, Chapter 24-Unpaid Leave, request for leave without pay in excess of thirty (30) days must be made in writing to the Board of County Commissioners at least five (5) days prior to the next Board meeting before the starting date of such leave. Mr. Sikes has requested the Board consider additional unpaid leave from 11/1/2023 through 12/27/2023 due to his medical condition in accordance with the Americans with Disabilities Act and the Columbia County Personnel Policies and Procedures Manual, Chapter 24- Unpaid Leave. Unpaid leave is granted as a reasonable accommodation in accordance with the Americans with Disabilities Act.

Your consideration of this request is greatly appreciated.

XC: Steven Sikes Confidential Medical File