



Hidalgo County Head Start Program

Policy Council Regular Agenda

DATE: May 25, 2016

SUBJECT: Discussion/Approval to Disburse Lump Sum Summer Paychecks to Staff Who Resign as of the Last Summer Leave Day/Last Working Day for Position Assigned

RATIONALE/NEED: Each staff member has worked all the days corresponding to their position by the end of their Summer Leave. Staff intending to resign as of the last summer leave day/last working day for position assigned will be allowed to be paid for the summer leave in a lump sum. Employee benefits coverage will continue to the resignation date.

RECOMMENDATION: Administration recommends approval.

COST:

RELATED INFORMATION INCLUDES: N/A

INITIATED BY: Teresa Flores, Executive Director

REVIEWED BY: Teresa Flores, Executive Director

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores