



# Hidalgo County Head Start Program

## Policy Council Regular Agenda

**DATE:** April 17, 2019

**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. This process will assist in filling vacancies in a timely manner prior to the beginning of the school year.

**RECOMMENDATION:** Administration recommends approval.

**COST:**

**RELATED INFORMATION INCLUDES:** N/A

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**INITIATED BY:** Teresa Flores, Executive Director

**REVIEWED BY:** Teresa Flores, Executive Director

**EXECUTIVE DIRECTOR'S APPROVAL:** 