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BEA New Hampshire Department of BUSINESS AND ECONOMIC AFFAIRS

May 22, 2023

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Pursuant to the New Hampshire Division of Personnel Administrative Rules, Per 1205.02(c), "Unpaid Leave", authorize the Department of Business and Economic Affairs (BEA) to grant an unpaid leave of absence for [redacted] for a period of nine additional months, effective upon Governor and Council approval for the period of June 28, 2023 through March 28, 2024.

EXPLANATION

The Administrative Rules of Personnel allow the appointing authority to place an employee on an unpaid leave of absence without pay for a period not to exceed three months. This employee was granted leave for the period of March 28, 2023 through June 28, 2023. BEA is seeking Governor and Council approval to extend the unpaid leave.

In connection with a related medical condition, [redacted] is unable to return to work as her medical doctors projected. This request is due to the fact the employee will have exhausted all sick leave and will begin Income Protection Plan (IPP) on June 2, 2023. [redacted] has worked for BEA since [redacted], and needs additional time for recovery and recuperation, which may allow her to return to work at the end of the leave extension.

Your approval of a nine-month continuation would be greatly appreciated.

Respectfully submitted,

Taylor Caswell
Commissioner

Cc: Human Resources

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