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DATE: July 19, 2010  
TO: Commissioner's Court  
FROM: John R. Roach   
RE: Payable PTO time for Brittany Lannen for July 29 & 30, 2010

Ms. Lannen joined the District Attorney's office in November, 2009. Her normal 6 month probationary time to receive her PTO accruals would normally have been in May, 2010, but during her probationary time, she was out on approved leave so it caused her PTO accrual date to change.

Ms. Lannen wanted to find out when her accruals would be available. She called HR and was told that they would begin on July 26, 2010. After receiving this information, Ms. Lannen turned in a scheduling request to her supervisor to take off 16 hours PTO on July 29 & 30, 2010. This time off was approved by her supervisor. Last week, Jill Bridges, Administrative Office Manager received an email from HR stating that Ms. Lannen's accruals would be available as of 8/6/2010. Ms. Bridges forwarded the email to Ms. Lannen. Ms. Lannen was obviously upset because that is not the date she was given and she had already made travel plans and paid for them for the dates given. Ms. Bridges did confirm with HR that a mistake was made.

Our request is that Ms. Lannen be given those two days as payable PTO days since these plans would have never been made had the incorrect information not been given to her by an HR employee. This pay period is the current pay period during this Commissioner's Court meeting and could be easily remedied if approved. We are asking that these two days be taken from her accruals that she will normally receive the following week.