



City of Waukesha
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City of Waukesha Cover Sheet

Committee: Human Resources	Meeting Date: 11/19/2025
ID Number: #25-02566	Ordinance/Resolution Number (if applicable):
Name of Submitter: Marquoise Vasquez	Target Next Board/Council Meeting Date: 12/2/2025
Agenda Item Title: Review and possible action on revised HR Policy C3 Leaves of Absence	

Issue Before the Board/Council: The City of Waukesha recognizes that, on occasion, an employee may request a leave of absence and has established updated guidelines in assessing these requests in order to provide consistent management of leave of absence procedures.
Options & Alternatives: Not approve the revised policy.
Additional Details: Revisions to the policy include combining sections for better readability and removing redundant language.
What is the Strategic Plan Priority this item relates to: People Centered Development.
What impact will this item have on the Strategic Plan Priority? This aligns with the People Centered Development priority of the strategic plan. By approving the updated policy, the policy is more succinct and can better understood for employees requesting various leaves of absence.
Financial Remarks: The financial impact relies on the number of employees requesting leave of absence and the type of accrual substitution they request.
Suggested Motion: I move to approve the revisions to HR Policy C3 Leaves of Absence as presented.

Reviewed By:

Finance Director Joseph P. Ciurro	Date Reviewed
City Attorney Brian Running	Date Reviewed
City Administrator Anthony W. Brown	Date Reviewed November 11, 2025