



Memo

City of Naples

POLICE AND EMERGENCY SERVICES DEPARTMENT



TO: Human Resources & City Managers Office
FROM: Acting Chief Steven Moore
SUBJECT: Approval of Leave
DATE: 08-04-00

The purpose of this leave request is as follows:

Marceno has been employed for approximately 10 months. The city has already expended the initial training resources in making him fully trained and operating as an officer. He has not been able to obtain his law enforcement certificate from the State and now must attend approximately 120 hours of schooling. This schooling is spread over about 10 weeks. He will be attending the school on his own time, at his expense.

If he is able to complete the school and obtain his certification within 90 days this leave would allow for an immediate rehire. If this leave is not approved or if he takes longer than 90 days, Marceno would have to go through the rehire process, thereby delaying his return and costing the city additional funds. If this request is disapproved, he will be terminated.

Thank you for considering this request.