

# Memo

To: Jorge Lavastida, Groundskeeper Supervisor

From: Guy Forchion, Director of Operations

CC: David Shorter, Executive Director

Lee Robinson, Finance Director

Date: 1/17/2019

Re: Leave Request

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Following my close review of the Employee's Work Limitation/Student Excuse notice presented to me today from the Florida Wellness & Rehabilitation Center, Inc., 207 N. Krome Avenue, homestead, FL 33030 I have decided that it is necessary for you to take sick leave, annual leave, leave without pay or a combination of each.

The notice from Dr. Iris Koch- De Jesus, D.C. recommends work limitations as a result of your July 9, 2007 motor vehicle accident; "no heavy lifting", "no prolonged walking or standing" and "light duty" for two (2) weeks from July 10, 2007. Daily treatments are also required Monday – Friday. Your position as Grounds Keeper Supervisor and the nature of tasks attached to that position do not allow for "light duty" work or the work limitations described in the Employee's Work Limitation/Student Excuse notice during this two week rehabilitation period.

Upon receipt of this memo please make the needed arrangements to refrain from any of your regular job duties and begin administrative leave time as described above. The appropriate leave form must be completed (see attached). This request for leave action in no way jeopardizes your employment status with the Trust and will resume as normal following the two week rehabilitation period recommended by the Florida Wellness & Rehabilitation Center.

I am available to you if you have any questions regarding this action.