



THOMAS J. DART  
SHERIFF

**SHERIFF'S OFFICE OF COOK COUNTY, ILLINOIS  
PERSONNEL DEPARTMENT**

## MEMORANDUM

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| <b>TO:</b><br>Salvatore Ziccarelli<br>Department of Corrections – Ex Ops #386581 | <b>DATE:</b> January 13, 2015 |
| <b>FROM:</b> Sheriff's Office Bureau of Human Resources                          |                               |
| <b>SUBJECT:</b> Family Medical Leave of Absence Request                          |                               |

Please find enclosed your Family and Medical Leave of Absence Request Form. The FMLA has been approved and is effective **January 27, 2015** for employee under the following conditions:

Additionally, please be advised if you have been approved to take a Single Period of Absence (5 or more days taken consecutively) you must fill out a Timekeeping/Attendance Three-Part Form indicating paid or unpaid leave.

If you should have any questions, please do not hesitate to contact me at 773.674.8407.

cc: Cara Smith, Chief Corrections and Policy Officer  
Helen Cohn, Payroll Supervisor  
Office of Professional Review  
Attendance Review Unit  
File

Signature:

**Director of Leaves/Designee**

Fryderyk Sznirnowicz