



Name	Harlan L. Kelly, Jr.
Department	San Francisco Public Utilities Commission
Work Phone	(415) 554-0740
Cell Phone	(415) 725-7267
Departure Date	10/11/2016
Return Date	10/14/2016

Purpose of Absence	Personal or Family Medical Leave
	Other Details: Family Matter in Fresno
	Name of Conference/Event

In the event of an emergency, how may we contact you?

Name of hotel/contact	Harlan L. Kelly, Jr.	Naomi Kelly
Address		
City, State, Zip		
Phone	(415) 725-7267	(415) 307-0611

Who will be acting on your behalf?

Acting General Manager	Michael Carlin (Acting:Oct.11)	Juliet Ellis (Acting:Oct.12-13)
Work Number	(415) 934-5787	(415) 554-1540
Cell Number	(415) 613-6150	(415) 385-8885
Email	MCarlin@sfgwater.org	JEllis@sfgwater.org

This form must be completed by all CCSF Department Heads and submitted to the Mayor's office **two weeks prior** to any vacation or leave.

If you are unable to request a leave in advance due to sickness or an emergency, please contact Una Fannon at the first availability at 415-554-6910.

Please complete this form and email it to una.fannon@sfgov.org, sally.leung@sfgov.org and DEMdutyofficer@sfgov.org

Sick leave is granted under Civil Service Rule 22.02 and may be used only in the event of illness, injury, medical or dental appointment, bereavement, maternity leave or during care of a dependent relative.