**August 13, 2018**

**Caitlin’s Leave Plan**

**Timeline**

* Caitlin will be on leave from August 17th – October 15th, 2018
* Morgan and Caitlin will develop a workplan for part-time work for Caitlin as she returns to work that will include two days of work person week starting October 16th
* Caitlin will return to work full-time on November 13th, 2 018
* Baby Boy will join Caitlin in the office

**Duties**

* Caitlin and Morgan have developed a plan for the majority of Caitlin’s duties. If you have questions please contact Morgan
* Overall CLHO has shifted work to front load the policy work during the Summer giving us some breathing room while Caitlin is on leave.
* Caitlin has been doing an amazing job working to set up some of her projects to continue during her leave so we don’t lose momentum.
	+ AWG will continue to meet and Joey and Caitlin developed a leave plan
	+ Leadership development webinars will continue and Caitlin has set up presenters
	+ Monthly newsletters will continue and Caitlin has worked to pre-load County Spot Lights which will continue
	+ The Communications Workgroup will be on hiatus until Caitlin returns
	+ CLHO Conference Committee pages have been added so committees can add meeting documents