



# HO-CHUNK NATION

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## OFFICE OF THE PRESIDENT

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### Executive Order 8-22-16

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Employees of the Ho-Chunk Nation:

The Nation's Employee Relations Act of 2004, reads:

**25. Administrative Leave.** *Administrative leave status or normal work curtailment may be granted to employees by the Office of the President. Administrative Leave may be used for inclement weather conditions, hazardous working conditions, voting purposes, blood drives and other exceptional circumstances. Administrative Leave is considered unpaid leave unless otherwise specified in the Executive Order, Legislative Order, or Judicial Order.*

Therefore, I, President Wilfrid Cleveland authorize two (2) hours of paid administrative leave to attend their Well-Child check-ups at the House of Wellness, Ho-Chunk Health Care Center, and any location for head start appointments provided by the Department of Health.

All employees taking administrative leave to attend Well Child check-ups held through Ho Chunk Nation Department of Health are responsible for the following:

1. Obtain approval for administrative leave according to Policy and Procedure.
2. Determining attendance is the employee and supervisor's responsibility.
3. Must register with the clinics at each location to schedule appointments.
4. Must complete entire well child processes providing all necessary documentation.
5. Must sign on the Employee-Administrative Leave Registration sheet provided by the registration at each location and provide the following:
  - **Printed name**
  - **Department name**
  - **Supervisor**
  - **Supervisor's location of office**
  - **Signature**

6. Must sign out on the Employee-Administrative Leave Registration sheet at the end of appointment identifying proof of attendance per presentation.

Thank you,

A handwritten signature in black ink, appearing to read "Wilfrid Cleveland". The signature is fluid and cursive, with a large initial "W" and "C".

Wilfrid Cleveland

*Nq sanehi*

Ho-Chunk Nation President