



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Alex Farned, Director  
**DATE** May 5, 2023  
**SUBJECT:** IN THE MATTER OF DONATED LEAVE REQUEST - AF

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### **Request:**

The Parks and Recreation is requesting approval to donate leave to an employee that has a qualifying health condition under Policy # 315 of the City of Tupelo Handbook. The employee will be exhausting all of her earned accrued leave. Leesha Faulkner had a two major surgeries and has been off work since February 13, 2023. We are requesting approval for employees to have the ability to donate a portion of their accrued leave in accordance to the Donation of Leave Policy to help this employee. Your consideration is greatly appreciated.