



## AGENDA REQUEST

**TO:** Mayor and City Council

**FROM:** Alex Farned, Director

**DATE:** October 10, 2024

**SUBJECT:** IN THE MATTER OF DONATED LEAVE REQUEST FOR LEONARD THORNTON - 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 his earned accrued leave. Leonard Thornton has had numerous eye surgeries with several setbacks. His hasn't be at work since November 29, 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.