



AGENDA REQUEST

TO: Mayor and City Council

FROM: Don Lewis, Director

DATE April 15, 2025

SUBJECT: IN THE MATTER OF DONATED LEAVE REQUEST FOR SHELIA LOGAN - DL

Request:

The Administration Department 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. Shelia Logan has had numerous back issues. She hasn't been at work since April 1, 2025. 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.