



## AGENDA REQUEST

**TO:** Mayor and City Council  
**FROM:** Chuck Williams, Public Works  
**DATE** April 20, 2023  
**SUBJECT:** IN THE MATTER OF LEAVE DONATION REQUEST CW

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### **Request:**

The Public Works 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 has exhausted all of his earned accrued leave.

Elmer Gilland had a major back surgery and has been off work since March 27, 2023. He will have a follow-up appointment with his doctor on May 3, 2023 to determine when he will be able to return to work.

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.