



**KLAMATH COUNTY  
Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper  
Human Resources Director

Date: March 2, 2021

Re: Department Request – Sheriff Time Donation Request

Date Scheduled for Administrative Meeting: March 2, 2021

In accordance with Human Resources Policy and Procedure Manual Sections 321, Donation of Vacation and/or Sick Time, it states that vacation and sick time can be transferred to another employee if approved by the BOCC.

On behalf of Sheriff Chris Kaber, we are seeking your approval of time donation Corporal Daniel Saltenberger.

The Saltenberger family just had a premature baby that has additional health concerns. As a result, Daniel will be out of work until at least the second week of April and has nearly exhausted his leave banks. His banks will be completely exhausted prior to awarding any donated leave.

Attached is the department's request for approval.

**Suggested Motion:** Hereby motion to approve the time donation request Corporal Daniel Saltenberger as outlined above:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

Approved   
Disapproved

Approved   
Disapproved

\_\_\_\_\_  
Date

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Date

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