



**KLAMATH COUNTY  
Human Resources**

To: Board of County Commissioners  
From: Amanda Van Riper  
Interim Human Resources Director

Date: March 30, 2021

Re: **Department Request – Public Health Time Donation Request**

**Date Scheduled for Administrative Meeting: March 30,2021**

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 Jennifer Little, Public Health Director, we are seeking your approval for a time donation for Darlene Sheldon. Darlene has been out on FMLA since March 8<sup>th</sup> and we anticipate her to return on April 1<sup>st</sup>. Darlene ran out of sick leave on 3/18.

Attached is the department’s request for approval for 60 hours of donated time for Darlene.

**Suggested Motion:** Hereby motion to approve the time donation request for Ms. Sheldon as outlined above:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

