



MEMORANDUM

TO: F. Craig Meadows
County Administrator

FROM: _____

DATE: _____

SUBJECT: Donation of Annual Leave

I, _____, would like to donate _____ hours
of Annual Leave to _____.

In the event the employee would not need to use this leave, it is my understanding the
leave would not be deducted from my leave total.

Signed: _____

Date: _____