



Roane County Commission
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John A. Greathouse, President

Rodney D. Cox

David F. Boothe

Notice of Leave Donation Request

_____ has completed an application for donated leave and has been determined eligible to receive voluntary donations of leave by the Roane County Wage and Benefits Review Board.

_____ has been absent from work since _____ and according to verification of employee leave time according to the records available in that office, his/her vacation, sick and compensatory leave was or will be exhausted on _____.

Any employee wishing to make a voluntary donation of leave to this employee should complete a Leave Donation Application and submit it to the Office of the County Commission.

Distributed by the
 Roane County Wage and Benefits Review Board