

SEPTEMBER 20, 2016

Danielle Wittekind
Human Resources Department
401 Grindstaff Cove Road, Suite A218
Sylva, NC 28779

Dear Mrs. Wittekind,

I am requesting to take annual leave from November 14, 2016 to November 30, 2016. This leave period is greater than two weeks. The Human Resources Manual states that "No more than two (2) consecutive weeks of annual leave may be taken by an employee at any one time without approval of the Jackson County Board of Commissioners." Please coordinate discussing this matter with the Jackson County Board of Commissioners to seek approval of this request for annual leave. I intend to take more than two (2) weeks of annual leave in order to take the accumulated annual leave I have prior to retirement for the days/hours that are not eligible to be paid in my final paycheck since I have more than 30 days of annual leave at this time.

Regards,

A handwritten signature in black ink that reads "Darlene C. Burrell". The signature is written in a cursive style with a large, looped initial 'D'.

Darlene Burrell