

October 24, 2016

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

Dear Mrs. Wittekind,

I am requesting to take annual leave from November 21, 2016 to December 9, 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 an extended vacation.

Regards, 

Paul Warren  
Solid Waste Department

**Jean Morgan**

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October 24, 2016

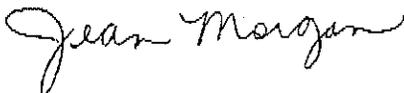
Danielle Wittekind  
Human Resources Department  
401 Grindstaff Cove Rd., Suite A218

Dear Mrs. Wittekind,

I am requesting to take annual leave from December 12<sup>th</sup> through December 30<sup>th</sup>. This leave period is greater than two weeks. The Human Resource 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,

Jean Morgan



Danielle Wittekind, MSHR, SPHR, SHRM-SCP, IPMA-SCP  
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Sylva, NC 28779  
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