

EXECUTIVE BOARD

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Mrs. Elnora Littleton

Executive Director



DONATING LEAVE TO ANOTHER EMPLOYEE

PROCEDURE

Any employee of the Bolivar County Community Action Agency (BCCAA) may donate a portion of his or her unused accumulated personal leave or sick leave to another employee of the Bolivar County Community Action Agency who is suffering from a catastrophic injury or illness or who has a member of his or her immediate family suffering from a catastrophic injury or illness, in accordance with the following:

1. The Employee is to read the “Donating Leave to Another Employee” Policy.
2. The Employee may obtain the “Donation Leave Form” from the BCCAA website: www.bccaainc.org, their supervisor, Center Director, or the Human Resources Department.
3. The employee is to confirm if they have enough hours or the number of hours in which they are eligible to donate. This information may be found on the last pay stub or by contacting the Payroll Department.
4. The employee (donor) completes the Leave Donation Request Form and obtains all signatures and submits the request for approval.
5. The employee will be notified if the leave is approved or denied by the Human Resources Department.
6. After approval and submission to the Payroll Department for processing per the request the hours are withdrawn from the employee’s (donor) sick leave bank and deposited into the sick leave bank of the recipient.

Bolivar County Community Action Agency Board of Directors					
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