



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 1/31/2022**  
**Re: Resolution Authorizing a Non-Precedent Setting One Time Only Donation of  
Vacation Time to a LETS Employee - LETS**

---

LETS employees have requested the opportunity to donate vacation time to a colleague whose husband unexpectedly passed away the week of January 24, 2022.

The employee who will be the recipient of donated vacation time has young children and will need additional time off to care for them and settle her husband's affairs beyond the PTO currently available to her.

The donation would be a totally voluntary action on the part of the employees wishing to contribute their vacation time and will do so by signing and returning the appropriate form provided by the Human Resources Department.

I would appreciate your support for this resolution, and as always, please do not hesitate to contact me at 517-540-7843 if you have any questions.