


RONNY LOTT
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk

DATE: December 16, 2019 

RE: *Employee Handbook*

When I took office, I elected to adopt the County's Employee Handbook. I am amending the handbook for my staff only, to reflect that should an employee wish to donate his or her vacation or sick time to another co-worker, Chancery Clerk employee, they will be allowed to do so.

I am requesting you acknowledge this as part of the Employee Handbook pursuant to my staff.