

As per Section 123 : 1-46-05 Leave Donation of the Ohio Administrative Code, Richard M. Novak hereby acknowledges the voluntary donation of up to 75 hours of sick leave to Ida Yvonne Smith for the following pay period(s) October 22, 2016 through November 4, 2016 and November 5, 2016 through November 19, 2016. Richard M. Novak acknowledges that he will retain a minimum of combined leave balance of at least eighty hours after the paid leave hours have been deducted from his leave balances; and that the sick leave being donated is voluntary and, that the donated paid leave will not be returned.

---

Richard M.. Novak

---

November 5, 2016