

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees
FROM: Hector Mendez, Superintendent of Schools
**SUBJECT: REQUEST FOR APPROVAL OF ACCRUED LEAVE BENEFITS –
JOHN DUNCAN**
DATE: May 17, 2011

Mr. John Duncan retired from ECISD in January of 2011. As per policy he is not eligible for the buyback being that he retired prior to the expiration of his contract. However, policy does allow the option of waiving the aforementioned requirement. Mr. Duncan has requested the Board grant a waiver of the requirement so that he can be compensated for unused state and local leave days.

It is recommended that the Board of Trustees consider this request.

Respectfully submitted,

Hector Mendez
Superintendent of Schools

Brian J. Moersch
Assistant Superintendent for
Human Resources