

ADDENDUM **XX** OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-50-039. PURCHASE DAY PROGRAM

C. PROCEDURE

2. The Benefit Eligible Employee may request to participate in the Purchase Day Program by submitting a Purchase Day Program Request form to the employee's immediate supervisor, Section Head, Division Director, and Human Resources/Risk Management Director or designee.

(Ord. No. 2013-09, Amended, 05/07/13); (Ord. No. 2019-10, Amended 07/02/19); (Ord. No. 2024-09, Amended 04/16/2024); (Ord. No. 2025-XX, Amended XX/XX/XXXX)