



## **PTO Donation Program Guidelines**

The purpose of the PTO Donation program is to allow staff members to voluntarily donate his/her own accrued PTO hours to another staff member who is experiencing a medical (including maternity for the first 6 weeks only), personal or family emergency requiring prolonged absence from work.

### **Definitions:**

1. Donor: A current staff member who voluntarily requests to transfer his/her earned PTO hours directly to the PTO bank of a designated and approved recipient.
2. Recipient: A current staff member in need of PTO, with a current balance of 80 hours or less.
3. Maximum amount of PTO donation a staff member can receive is 160 hours per emergency.
4. Medical or bereavement situation:
  - A. The staff member is experiencing a medical (including maternity for the first 6 weeks only), personal or family emergency requiring prolonged absence from work (minimum of 7 calendar days) including intermittent absences related to the same illness or condition; or
  - B. The staff member is caring for an immediate family member (as defined in FMLA policy HR1311) who is experiencing an unexpected medical emergency or other medical condition requiring prolonged absence from work (minimum of 7 calendar days); or
  - C. The staff member needs extended time off following the death of an immediate family member (as defined in Bereavement Leave Policy HR1344).

### **Recipient Application:**

1. A staff member who has been affected by a medical (including maternity for the first 6 weeks only), personal or family emergency requiring prolonged absence from work must complete a recipient application and submit it to Employee Benefits. If a staff member is not capable of completing an application, another staff member may make the written application on their behalf.
2. If reason for leave can be confirmed by STD or FMLA paperwork currently on file with Employee Benefits or can be confirmed by their manager, then the recipient application is not necessary.

### **Review of Application for reason for leave and program maximums:**

1. Employee Benefits will review the application to determine if the request meets the medical, personal or family emergency definition.
2. Employee Benefits may require the recipient to provide additional evidence of the medical, personal or family emergency after the application is received.
3. Employee Benefits will review recipient's current PTO bank balance to determine if they meet the qualifications for the donation.
4. Employee Benefits will work with Payroll to determine the number of hours that are being donated remain within the program maximums.

### **Staff Member Donation Process and Guidelines:**

1. Complete a PTO donation form and submit to the Employee Benefits department.
2. The donor must maintain a minimum of 40 hours in his/her PTO bank after making a PTO donation.
3. Minimum donation is 4 hours of PTO.
4. The name of the donor will remain confidential unless the donor authorizes the Employee Benefits department to release his/her name to the recipient. At no time will the amount of hours donated be disclosed to the recipient.
5. The donation must be made while the employee is off work (except in the case of intermittent absence).

**Process:**

1. The Employee Benefits department will be responsible for verification of the donor's and recipient's current PTO balance.
2. Employee Benefits will verify the reason for the recipient's absence. Employee Benefits may contact the department manager as part of the verification process.
3. Multiple PTO donations will be used on a first received, first used basis but only up to the maximum of 160 hours. PTO donations will only be taken from the donor as the recipient needs the hours. Once the recipient has returned to work, no additional PTO donations can be accepted (except if off for an intermittent leave).
4. A PTO donation may be denied if the donation or the nature of the recipient's absence does not meet these guidelines.
5. Employee Benefits will notify the Payroll department of the amount of PTO hours to transfer from the donor's PTO bank to the recipient's PTO bank.
6. The Payroll department will convert and distribute the number of hours donated to the recipient's PTO bank.