

	POLICY	Motion No.	EXEC 1020-2017
	Donation of Paid Time Off Leave	Effective Date	6/27/2017
		Responsible Department	Human Resources
		Attorney Review / Date	[Attorney Name] [Date]

SCOPE

This policy establishes guidelines for employees to voluntarily donate accrued PTO to other employees. The amount of time that is allowed to be donated and the amount of time that an employee may receive is also established.

POLICY

The College recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available PTO. To address this need, all eligible employees will be allowed to donate PTO from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Administrative employees may voluntarily donate accrued PTO to another administrative employee. Support staff employees may voluntarily donate accrued PTO to other support staff employees as defined in the Collective Bargaining Agreement.

Employees who donate PTO must be employed with the College for a minimum of one (1) year.

Employees who would like to make a request to receive donated PTO from their co-workers must have a situation that meets the following criteria:

Family Health Related Emergency - Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent, or other relationship in which the employee is the legal guardian or primary caretaker. Employees cannot request time if their illness/absence is covered by Short- or Long-Term Disability.

Other Personal Crisis - A personal crisis or medical condition of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.

Employees who donate PTO from their unused balance will donate in eight (8) hour blocks of time. An employee may only donate 8 hours to a specific co-worker once in a three-month period.

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they

may experience their own personal need for time off. Employees cannot borrow against future PTO to donate.

Employees who receive donated PTO may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Employees who are currently on an approved leave of absence cannot donate PTO.

Requests for donations of PTO must be approved by Human Resources, the employee's immediate Supervisor, the appropriate Vice President, and the President.

If the recipient employee has available PTO, in their balance, this time will be used prior to any donated PTO. Donated PTO may only be used for time off related to the approved request. PTO donated that is in excess of the time off needed will be returned to the donor.

Effective Date	Motion Number	Document Author	Description of Change
6/27/2017	EXEC 1020-2017	Human Resources	Needed Board approval
5/01/2010	212	Human Resources	Possible Initial Release