



Policy: PTO Donation

ChildNet Number: CN 009.076
Original Approved Date: June 16, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): HR 5.02

Statement of Policy:

ChildNet recognizes that ChildNet employees may experience family emergencies or personal crises that cause severe impacts resulting in a need for additional time off in excess of their available Paid Time Off (PTO) and Major Illness Account (MIA) and strives to provide support in these situations through a PTO Donation Program.

Board Chair's Signature: _____

Date: _____

11/15/10



Procedure: PTO Donation

ChildNet Number: CN 009.076
Original Approved Date: June 16, 2010
Procedure Revised Date(s): August 22, 2014
Procedure Sunset Date:
COA Standard(s): HR 5.02

Definitions:

Personal or 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 sole caretaker.

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

Statement of Procedure:

Eligible employees are able to voluntarily donate time from their unused balances for use by employees who may qualify to use the donated time according to the following:

- A. Employees who donate time must be employed with ChildNet for a minimum of one year. Employees who receive time must be employed with ChildNet for a minimum of one year.
- B. Employees who would like to make a request to receive donated time from their co-workers must have a critical or catastrophic event that meets a personal or family health related emergency or other personal crisis.
- C. Employees may donate a minimum of 4 hours to a maximum of 40 hours. Donations may not be more than 50% of the donor's PTO balance. Employees may not borrow against future time to donate.
- D. Employees who are currently on an approved leave of absence may not donate time.
- E. Employees who wish to donate time to the PTO Donation Program must complete a PTO Donation Form. All forms must be completed and returned to Talent Management at least three weeks prior to the end of each fiscal year.



- F. Employees who would like to make a request to receive donated time are required to complete a PTO Donation Form which includes authorization for Talent Management to present the request to senior management for the sole purpose of determining eligibility and approval.
- G. Requests for PTO donations can be made at any point during the year, however, donations are not provided until at least one pay period following any approved request.
- H. The recipient employee cannot exceed 480 hours (12 weeks) of available time in their PTO/MIA balance and donated time combined. Donated time is at the recipients pay rate and may only be used for time off related to the approved request.
- I. Employees who are approved to receive donated time may receive no more than 160 hours (four weeks) within a rolling 12 month period.
- J. Talent Management ensures appropriate approvals from senior management are obtained and then provide the employee's approved PTO Donation Form to the Finance Department within three days of when the approved request and/or donation was received.
- K. Talent Management informs employees who request PTO donations of the final outcome of the approval process.

President's Signature:  Date: 08-27-14