



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; August 12, 2026

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 receive donated Paid Time Off (PTO) must be employed with ChildNet for a minimum of three (3) months.
- B. Employees who donate Paid Time Off (PTO) must be employed with ChildNet for a minimum of one year.
- C. Employees who make a request to receive donated time from an identified co-worker(s) must have a critical or catastrophic event that meets a personal or family health related emergency or other personal crisis.
- D. Employees may donate a minimum of 4 hours to a maximum of 40 hours to an identified co-worker. Donations may not be more than 50% of the donor's PTO balance. Employees may not borrow against future time to donate.
- E. Employees who are currently on an approved leave of absence may not donate time.
- F. Employees who wish to donate time to an identified co-worker through the PTO Donation Program must complete a PTO Donation Form. All forms must be completed



and returned to Human Resources at least three weeks prior to the end of each fiscal year.

- G. Employees who intend to make a request to receive donated time are required to complete a PTO Donation Form which includes authorization for Human Resources to present the request to senior leadership for the sole purpose of determining eligibility and approval.
- H. 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.
- I. 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 recipient's pay rate and may only be used for time off related to the approved request.
- J. Employees who are approved to receive donated time may receive no more than 160 hours (four weeks) within a rolling 12-month period.
- K. Human Resources ensures required approvals from Senior Leadership are obtained and then provides the employee's approved PTO Donation Form to the Finance Department within three days of when the approved request and/or donation was received.
- L. Human Resources informs employees who request PTO donations of the final outcome of the approval process.

President's Signature: _____

Date: 08-21-26