

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: PTO Donation Policy

PROCEDURE NO: HR 500.06

REPLACES: _____

PAGE(S): _____

PREPARED BY: Kristen Pattison

DATE: 06/2011

PURPOSE:

It is the goal of Mennonite Village to allow employees to donate a portion of their leave from their PTO balance to a designated individual or to a general PTO Bank for another employee who is experiencing a medical family emergency or personal crisis that creates a need for additional time off beyond that individual's available leave. Such donations are strictly voluntary.

PROCEDURE:

Employees donating PTO must meet the following criteria:

- Must have been employed with the company for at least one year preceding the PTO donation.
- Must complete Donation form where they may designate leave to an individual or to the bank.
- May donate up to 40 PTO hours to one individual but must have at least 40 hours remaining in own PTO bank if FT and 20 hours if PT/OC.

Employees requesting PTO donations must meet the following criteria:

- Must exhaust all their own PTO time first.
- Must be experiencing a family or personal crisis or be on an approved medical leave.
- Complete a Donation Request form (form may be completed by Supervisor).
- Cannot accept more than 80 hours in a rolling 12-month period from any one employee direct donation and no more than 40 hours from the PTO in a rolling 12-month period.
- Cash donations are acceptable and can be provided to the Payroll Manager for tracking and distribution.