

The Center for Creativity, Innovation and Discovery EMPLOYEE DONATION OF PAID TIME OFF (PTO) POLICY

DONATION OF Paid Time Off (PTO):

All eligible employees of The Center for Creativity, Innovation and Discovery, (CCID) will be allowed to donate Paid Time Off (PTO) time from their unused balance to their coworkers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility: CCID employees with at least 180 days of service at CCID and who possess unused PTO days. Recipients of donated PTO must also be employed for at least 90 days at CCID to be eligible.

Guidelines: Employees who would like to make a formal request to receive donated PTO from their co-workers must complete the CCID, "Release of Information for Leave Donation Request" form and 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, domestic partner, 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 a natural disaster impacting the employee's primary residence, such as a fire or severe storm.

Employees who donate PTO from their unused balance must complete a CCID "Leave Donation Release Form" and adhere to the following requirements:

- Donation minimum — 4 hours (1/2 day)
- Donation maximum — no more than 50% of employee's current PTO balance

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 twenty (20) days within a school year.
- Employees who are currently on an approved leave of absence cannot donate PTO.

Procedure

- Employees who would like to make a request to receive donated PTO time are required to complete a CCID "Release of Information for Leave Donation Request" form (available from Executive Director) to allow CCID to present their request to the employees of CCID for the sole purpose of soliciting donations.
- Employees who wish to donate PTO time to a coworker in need must complete the "Leave Donation Release," portion of the PTO Request form. (available from the Office Manager). • All forms must be returned to the Executive Director as soon as possible.

Approval

- Requests for donations of PTO must be approved by the Executive Director
- If the recipient employee has available PTO time in their balance, this time will be used prior to any donated PTO time. Donated PTO may only be used for time off related to the approved request. PTO donations will be recorded and used in the order received, taking one day from each donor before taking more than one from a single donor. PTO time donated that is in excess of the time off needed will be returned to the donor.