

## **Section 815 – Paid Time Off (PTO) Donation Program**

The PTO Donation Program is established to allow a qualified employee a means of financial assistance through the contributions of paid time off from fellow employees. A qualified employee is any regular full-time City employee who:

- Is enrolled in the PTO benefit program,
- Has a catastrophic illness or injury happen to him/her
  - AND -
- Has exhausted all paid leave hours.

An employee needing the benefits of this program must make the need known to his/her supervisor. That supervisor and/or the department director will work with the Human Resources Department to ensure the request meets the requirements of the donation program. After which, the supervisor and/or department director may make the donation need known to other members of the department and other City employees through appropriate means. Human Resources will prepare appropriate forms to document paid time off donation authorization to ensure proper record keeping. Donating employees must be enrolled in the PTO benefit program and may only donate paid time off in one-hour increments. Donated accrued paid time off will be converted on a straight dollar value basis and the equivalent time value will then be applied to the recipient employee's leave balance as required on a first in first out basis. The tax liability associated with the donated paid time off will be the responsibility of the recipient. All paid time off donations will be voluntary and no employee may intimidate, threaten or coerce any other employee with respect to donating or receiving paid time off under this program.