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## Time Off Donation to the Bank Policy

By : Francine RUMMEL - Date : 1/8/2015 9:56:27 AM

Revision : 4/26/2018 5:36:12 PM by Francine RUMMEL

(Art. Ref. **vacation-pto\_donation\_bank** - v. 2)

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## Time Off Donation to the Bank Policy

### **Purpose:**

Although the majority of paid time off is to be used for employee relaxation, employees can donate a portion of their vacation/PTO to the organization's vacation/PTO donation bank.

### **Coverage/Eligibility:**

Employees must maintain a minimum of 40 hours of their vacation/PTO whenever they donate to the bank.

#### *Making a Donation to the Vacation/PTO Donation Bank:*

Employees can donate their paid time off in hourly increments, which will be converted to a dollar amount based on the employee's pay at the time of the donation. Donations are tax-free and can be made at any time during the year.

#### *Receiving a Donation from the Vacation/PTO Donation Bank:*

If an employee has used all of his or her paid time off, it is possible to receive a donation from a local donation bank. The donated hours will be paid at the receiving employee's rate of pay. Donations are taxable to the recipient.

Before receiving a donation, an employee's request must be approved by the organization's local committee and/or Centralized HR Operations. The committee will use the following guidelines to determine eligibility:

- Employee's own serious medical condition
- Serious medical condition of a family member
- President of the United States declared major disasters

An employee does not accrue paid time off when receiving a donation. Donations may be used to supplement an approved short term disability or extended illness bank leave of absence. Donations may not be received for the purposes of bereavement leave.

(For locations without a local committee, the guidelines below will be used for approval purposes.) The MBO will establish a local policy committee to determine the guidelines to be used in making a determination. These guidelines must be determined in advance and all employees must be treated fairly and consistently. The guidelines should include the maximum number of donated hours that can be received by any one employee for each specific event.

### **Considerations/Reminders:**

- Benefit plan premiums may be deducted from donated PTO hours. Employees who have been approved for disability pay or use their accrued PTO to supplement their pay will have their benefit plan premiums deducted from their disability pay or accrued PTO. Employees on leave who do not receive disability pay or who do not have adequate accrued PTO will be direct billed for their benefit plan premiums.

Last revised date: 5/1/2018

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### Links

- [Donate or Apply for Assistance](#)

Attached articles

- [Employee Eligibility for Benefits Policy](#)
- [Vacation - PTO Cash Out Policy](#)
- [Vacation - PTO Donation to Foundation Policy](#)