

## PTO Donation Policy

### Policy Statement

Sisters of St Benedict recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available PTO time. To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

### Eligibility

Employees must be employed with the Sisters of St Benedict for a minimum of one year to be eligible to donate and/or receive donated PTO time.

### Guidelines

Employees who would like to make a request to receive donated PTO time from their co-workers must have a situation that meets the following criteria:

**Medical Emergency**, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

**Major Disaster**, defined as a disaster by the President under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

### Donation of PTO Time

- The donation of PTO time is strictly voluntary.
- Donated PTO time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of PTO time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of PTO hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future PTO time to donate.
- Employees who are currently on an approved leave of absence cannot donate PTO time.
- Employees who donate PTO waive all rights to that donated PTO, even if that the donated PTO is used by an employee who has a lower rate of pay.

### **Requesting Donated PTO Time**

- Employees who would like to request donated PTO time are required to complete a PTO Donation Request Form and submit it to human resources.
- Requests for donations of PTO time must be approved by human resources, the employee's immediate supervisor and a designated senior leader of Sisters of St Benedict (e.g., Prioress, Director of Operations).
- If the recipient employee has available PTO time in his or her balance, this time will be used prior to any donated PTO time. Donated PTO time may only be used for time off related to the approved request.
- Employees who receive donated PTO time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.
- Donated PTO will be provided at the requesting Employee's rate of pay, even if the PTO was donated by an employee who has a higher rate of pay.