

Youth Services System, Inc.

VOLUNTARY PTO DONATION PROGRAM

Authorization to Donate PTO

Purpose The voluntary PTO donation program provides an opportunity for employees to donate accrued PTO hours to co-workers under specific circumstances known as qualifying events. Donations are completely voluntary and donors will remain anonymous to the recipient.

PTO Donors

- Donating employees must maintain a PTO balance of no less than 40 hours after the leave donation occurs
- A donor may donate more than one time per year within a 12 month period*
- A donor may donate to more than one employee per year *

Amount of Donation

- Accrued PTO in 4 hour increments up to 40 hours in any given 12 month period *
- The recipient can receive up-to 300 hours of donated PTO one time in a 12 month period*

Instructions: Complete and submit this request directly to the Human Resource Office
Call the Human Resource Office if you have any questions

Name _____ Employee Number _____

I wish to donate PTO hours under the YSS Voluntary PTO Donation Program. I authorize YSS to deduct PTO hours from my accrued PTO and transfer the hours to the YSS employee named below.

Donate PTO hours to: _____

Number of Hours: _____

Print Name: _____

Signature: _____ Date: _____

Human Resource Office

REQUEST IS: _____ APPROVED _____ DENIED

HOURS DONATED: _____

COMMENTS: _____

Human Resource Office

Date

Routing: To _____ Date _____ By _____

To _____ Date _____ By _____

*12 months rolling backward