

**MARKLUND**  
**HUMAN RESOURCE POLICY AND PROCEDURE**

**POLICY NO. 5.9**

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**SUBJECT: VOLUNTARY TRANSFER OF EMPLOYEE VESTED PTO TIME**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY:**

**ISSUE DATE: 5-01-97**

**REVISED: 7-13-98**

**EFFECTIVE DATE: 5-02-97**

**PURPOSE:** To allow staff members, on a voluntary basis, to transfer a specific amount of their own PTO time to the bank of another staff member.

**POLICY:** In the event that a staff member at Marklund would incur a life threatening illness and has requested a Family Medical Leave, and, the department head has verified that this employee does not have PTO time to cover this leave to the point that it would cause them financial hardship to be without pay, the department head only may initiate a "drive" among fellow department members. This "drive" would ask, on a voluntary basis only, that employees contribute any number of their own vested PTO time to the PTO bank of the affected staff member.

**PROCEDURE:**

- 1) The affected employee must have already submitted request or been put on a Family Medical Leave. Based on the time needed off there must be sufficient knowledge that the affected employees own PTO time and ESB time will be depleted before their return.

Before the next step is followed, the department head or manager that wants to initiate this contribution drive, must check with the affected employee and make sure they want to accept this gift. This is to insure that their privacy is protected.

- 2) The request for PTO contributions will be strictly voluntary, in an amount no less than two hours.
- 3) If an employee chooses not to volunteer, there will not be any ramifications, i.e., disciplinary action, etc.
- 4) This request may be done only one time for any one staff member during a particular illness.
- 5) PTO will be transferred at the rate of pay that the affected staff member currently makes. Example: An employee making \$15.00 an hour transfers one hour of their PTO to the bank of an employee that makes \$7.50 per hour, the employee would get two (2) hours of PTO time.

- 6) Anyone wishing to transfer must be employed at least one year and only transfer vested PTO time. ESB banks may not be transferred.
- 6) Employees may not deplete their own PTO bank as a result of transferring time. A balance of (24) twenty-four hours must remain.
- 8) After all contributions are collected, prior to Payroll transferring the hours, the employee will be notified by their department manager of this donation.