



Employee Assistance Foundation (EAF) Request for Paid Time Off Donations

Employees in need of PTO may be eligible to use donated PTO for medical and other emergencies if they are a full-time or regular part-time employee (working a minimum of 20 hours per week). Employees who do not meet the above criteria may be considered for PTO donations on a case-by-case basis. Employees must exhaust all available leave in order to qualify for donations. Please complete and return this form as soon you think a need exists. Emergency donations are subject to the following restrictions:

1. The employee's history of PTO use will be evaluated and considered in the granting or denying of PTO donation requests.
2. PTO donations may be used to supplement STD, LTD or injury leave benefits.
3. Employees who receive donated PTO will not accrue PTO during the time they are using donated PTO.
4. PTO donations will be paid at the current rate of pay of the employee receiving the donation.
5. The use of donated PTO donations from the Emergency PTO Bank will require approval of the employee's supervisor, department head, and the Employee Assistance Foundation (EAF) Board.

To apply to receive PTO donations, the Employee must complete the information below and obtain their supervisor and department head's signature. The Employee Assistance Foundation Board will review and approve or deny the employee's request.

I request PTO donations on my behalf in the amount of _____ hours.

Please explain the basic circumstances affecting your need for PTO donation. You do not need to include personal and confidential details such as medical diagnoses:

Employee

Employee's Printed Name: _____

Employee Signature: _____ Date: _____

Approvals

Supervisor Signature: _____ Date: _____

Dept. Director Signature: _____ Date: _____

Please route this form to the Human Resources Director for review by the EAF Board.