

SHARED LEAVE PROGRAM

DONATION OF PAID TIME OFF HOURS

AUTHORIZATION FORM

Employee Donating PTO Hours

Date

Only Paid Time Off hours may be donated to a benefit eligible employee who meets all the program criteria. Extended Illness Bank hours may not be donated. Employee donating PTO hours must retain 40 hours in their PTO bank following the donation of PTO hours. There is no minimum requirement of hours to be donated. Donations of PTO will be processed in the order received, and only to the extent that hours are necessary to supplement the receiving employee's base pay.

Shared Leave hours are paid at the receiving employee's base rate of pay including shift premium. [The value of the donated hours is at the donating employee's base rate of pay, converted to hours based upon the recipient's base rate of pay. Example: 20 donated hours at \$15 per hour (donating employee's base rate) divided by \$10 (recipient's base rate) = 30 PTO hours paid out at receiving employee's base rate.] Employees who donate hours must maintain at least 40 hours of PTO in their own account.

All transactions regarding Shared Leave are confidential, and employees are discouraged from soliciting Shared Leave hours from co-workers.

WSNA NEGOTIATION TEAM

Employee to Receive Donation

Total Number of PTO Hours
Donated

Signature of Employee Donating Hours

Date

FAX TO: 206-575-1908 "ATTN: ED"

^{OR} EMAIL TO: EZERCHER@WSNA.ORG