

Request to Donate Paid Time Off (PTO) Hours

At any time during the year, a caregiver may request to donate PTO hours for the benefit of another caregiver who has been approved for PTO donations because of a medical hardship. Caregivers may donate a minimum of one (1) hour and a maximum of 250 hours per calendar year, in one-hour increments, of accrued PTO.

Hours donated through this process shall be transferred to a donation pool on an irrevocable basis within one to two pay periods. Only hours are transferred; thus, caregivers receiving PTO hours will utilize them at their own rate of pay, not the rate of the donating caregiver.

This donation does not meet the IRS code for a deduction from taxable income.

Donating Caregiver Information

Caregiver Name: Employee Number:

Department:

Number of hours being donated: (1 to 250, in one-hour increments)

Authorization

By completing this form, I am requesting to donate PTO hours. I understand that PTO is donated on an irrevocable basis.

I request to donate hours of my accrued PTO.

Signature: Date:

Process

Please return this completed form to the HR Service Center (HRSC) via fax at (855) 750-3329 or HRSC@peacehealth.org. The HR Service Center will process the request to donate and the hours will be transferred to the donation pool within one to two pay periods.

For additional help, please contact the HR Service Center either online through My HR and select AskHR or call (855) 333-6947. To read the full Paid Time Off (PTO) policy, please go online to My HR and select HR Policies.