

PTO DONATION FORM
SOUTH GEORGIA MEDICAL CENTER
 Valdosta, Georgia

I request that the value of _____ PTO hours be transferred to the below named recipient's PTO accrual bank. I certify that after this donation, I have a minimum balance of eighty (80) hours in my PTO accrual bank.

Donor's Name: _____

Recipient's Name: _____

Donor's Employee# _____

Recipient's Employee# _____

AUTHORIZED SIGNATURE: _____

DATE SUBMITTED: _____

PERSONNEL USE ONLY

DONOR INFORMATION:

Number of Hours:	Rate of Pay:	Total in \$:

RECEPIENT INFORMATION:

Total in \$:	Rate of Pay:	Number of Hours:

INSTRUCTIONS TO ACCOUNTING:

Credit _____ hours of PTO to the above named recipient's PTO accrual bank.

Debit _____ hours of PTO from the above named donor's PTO accrual bank.

Approved By
Director of Human Resources

Date

Donation of PTO Guidelines

Employees may donate a portion of their accumulated PTO hours to aid another employee who is unable to work due to a personal illness or crisis.

1. The potential recipient employee must be benefit eligible, have completed his/her introductory period, and not be eligible for disability pay. Further, the potential recipient must have exhausted ALL of his/her PTO, Sick Leave and Attendance Bonus.
2. The potential recipient employee must prepare a written request for donated PTO for his/her Department Manager who will verify that the requesting employee has no available PTO, Attendance Bonus, or Sick Leave.
3. The donor employee must indicate in writing the name of the employee to whom the donation is being made, along with the number of hours being donated, and submit the request to the Director of Human Resources or his designee. The donor employee must maintain a balance of at least eighty (80) hours of PTO. The minimum donation is four (4) hours of PTO.
4. The manager of the recipient employee, in concert with the Human Resources Director, will submit to Payroll the appropriate documentation for payment of the donated PTO hours to the named recipient employee. The cash value of donated hours will be calculated and administered at the equivalent hourly pay rate of the recipient employee.
5. Employees may not solicit others for PTO donations.
6. Donations of PTO will be accepted ONLY at such time as a request has been made.
7. Sick Time may not be donated.