

PTO Donation Request Form

PTO Donation Policy: An employee may receive donated PTO of up to 40 hours annually. Donated PTO may not be carried over from one calendar year to the next. The employee may only receive donated PTO for the following reasons: extended bereavement, employee illness, and/or Acts of God. Any PTO donated, but not used by the recipient-employee for the qualifying event, will be forfeited and not paid out. Unused PTO cannot be returned to the donating employee.

Note: PCM will consider the COVID-19 pandemic as an Act of God. Requests submitted for this reason will be decided on an individualized basis, and after due consideration is given to all the facts and circumstances surrounding the request, including the significant hardship faced by the receiving employee as well as the impact donation will have on the donor.

Date of request _____

Employee donating PTO: _____ Facility: _____

Employee receiving donated PTO: _____ Facility: _____

Donating employee's current PTO balance: _____ hours

Amount to be donated: _____ hours (cannot exceed 40 hours)

Reason for donation (must select one)

- Extended bereavement
- Employee illness
- Act of God (specify): _____

Employee donating PTO: _____
Signature Date

Corporate use only:

Corporate staff reviewing request: _____
Signature Date

- Approved
- Disapproved: _____