

VIP TIME DONATION FORM

Employee Benefits of Participating in an Eligible Leave-Sharing Program - There are several reasons why an employee would choose to donate. Most importantly, the ability to donate accrued paid hours of leave allows an employee to help coworkers recover from family or personal medical emergencies in a manner that does not require a cash distribution. An employee who has been affected by a personal or family medical emergency or major disaster may not have enough accrued time to tend to the emergency. The ability to draw from a bank of paid leave donated by other employees gives a little extra time that otherwise would have to be taken unpaid, which would add to the already high burden of recovery.

DONATION DATE: _____

EMPLOYEE WHO IS DONATING VIP TIME: _____

TO WHOM TIME IS DONATED: _____

AMOUNT OF TIME BEING DONATED (in hours): _____

Any employee is allowed to voluntarily donate their accrued time to another employee's VIP time. The donation of time is on an hourly basis. The minimum number of hours an employee may donate is 4; the maximum is 40 hours or no more than 50% of the employee's current balance.

Donations of paid leave shall be deducted from an employee's accumulated paid leave account and transferred into the recipient's account immediately upon receipt of the required paperwork. The value of donated time shall be calculated at the recipient's regular rate of pay at the time of donation.

If a Recipient Employee receives paid leave hours under the Policy from a Donor Employee with a different pay rate, the leave time is converted based on the Recipient Employee's pay rate, so that the dollar value of the surrendered leave remains the same, but leave taken by the Recipient Employee is always paid at the Recipient Employee's regular rate of pay. *For example, if Donor Employee is regularly paid \$15.00 per hour and surrenders 8 hours of paid leave to a Recipient Employee who is regularly paid \$10.00 per hour, the Recipient Employee will receive 12 hours of paid leave, paid at \$10.00 per hour (8 hours x \$15.00 = \$120 value, and \$120.00 value/\$10.00 per hour = 12 hours).*

Employee Signature

Date

Received by

Date

Employee should retain a copy of this form for his/her records. Signature indicates that employee is reporting VIP Donation.