

VOLUNTARY PTO DONATION PROGRAM November 2008

Purpose

The voluntary PTO donation program provides an opportunity for OSU Foundation employees to donate accrued PTO hours to Foundation co-workers under specific circumstances known as qualifying events. Donations are completely voluntary and donors will remain anonymous to the recipient.

Qualifying events – Who is eligible to receive donated PTO?

- An employee or an immediate family member who suffers from or is recovering from an extended and continuing illness or injury requiring the employee to be on extended absence from work, **or**
- An employee experiencing a period of grieving requiring an extended absence from work following the loss of an immediate family member, **and**
- Where the condition has caused or will soon cause the employee to deplete his/her own PTO account and to be on approved leave without pay status.

Ineligibility for this benefit

- An employee who is accruing PTO, receiving short or long term disability benefits in connection with the condition or receiving workers' compensation time loss benefits in connection with the condition is not eligible to participate in this program.
- Foundation employees who do not accrue their own PTO, student workers, interns, and employees in a temporary work status with the Foundation are not eligible to participate in this program.

Definition of immediate family member

The definition of immediate family member, consistent with the family member definition in the Oregon Family Leave Act, includes:

- Spouse
- Parent
- Parent-In-Law
- Biological, adopted, step or foster child under age 18, or an adult dependent child substantially limited by a physical or mental impairment
- Grandparents
- Grandchildren
- Same sex domestic partner
- Children of same sex domestic partner

Amount of donation

A donor can donate accrued PTO in one hour increments to a maximum of 40 hours in any given calendar year. The recipient can receive up-to 300 hours of donated PTO.

Donating employee's PTO balance

Donating employees must maintain a PTO balance of no less than 40 hours after the leave donation occurs.

PTO pay rate

Donated PTO is valued at the hourly wage rate of the recipient of the donation. The recipient of the donation is responsible for the tax burden of the donation. Any donated PTO that is not used for the extend period of unpaid leave will remain in the recipient's account for future use.

PTO accrual while using donated PTO

An employee using donated PTO remains in an 'unpaid leave status' and will not accrue PTO into his/her own account or be eligible for holiday pay.

Application process

The affected employee must apply to the Human Resources Department to be a recipient of donated PTO and must give the Foundation permission to issue an all-staff email announcing the opportunity to donate PTO. The email will not identify the specific reason for the absence, but will identify the recipient employee.

Voluntary PTO Donation form

Available on the Web, employees complete the Voluntary PTO Donation form and submit it to Payroll for processing.

Links

[PTO Donor Donation Form](#)

[Voluntary PTO Donation Form](#)