



Employees may donate accrued PTO in four (4) hour increments to a total of eighty (80) hours in any one (1) year. You must have completed at least six (6) months of service to donate and must maintain a balance of no less than zero (0) after donating PTO. Please review the program summary for more details. **All fields must be completed for this form to be accepted.**

Donating Employee Information			
Last Name, First Name, Middle Initial:	Employee ID:	Pay Status: Select One	Work Location:
Functional Manager:	Hours Donated:	Calculated PTO balance after donation:	

Receiving Employee Information
Last Name, First Name:

I understand that the total number of hours donated will be deducted from my accrued PTO balance, and donations cannot be considered tax deductible.

Employee Signature		
Last Name, First Name (Please print):	Signature:	Date:
Manager Authorization		
Last Name, First Name (Please Print):	Signature:	Date:
HR Manager Authorization (Manager should forward to HR Rep who submitted donation request)		
Last Name, First Name (Please Print):	Signature:	Date: