



## “Friends Helping Friends” PTO Donation Form

**Donor Instructions:**

- 1) Complete this form (either online or by hand).
  - a. Specify the case number referenced in the e-mail announcing the need for PTO.
  - b. Specify the number of hours you wish to donate. When donating hours, remember the following:
    - Hours donated are non-retractable.
    - Staff donating hours must maintain a minimum of 60 hours of PTO in their account.
    - Maximum Donated Hours Allowed = 40
    - Minimum Donated Hours Allowed = 4
  - c. Specify whether or not your donation is to remain confidential.
- 2) Sign and date the donation form.
- 3) Submit the completed form to Human Resources for processing.

**Recipient Information**

Case #: \_\_\_\_\_ Recipient Name: \_\_\_\_\_

**Donor Information:**

I wish to donate \_\_\_\_\_ hour(s) of my accrued Paid Time Off (PTO).

Please select one of the following:

- My donation is to be kept confidential. Please do not let the recipient know my name.
- I'm comfortable with the recipient knowing my name.

Donor Printed Name: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved     Denied / Reason: \_\_\_\_\_

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**HR / Payroll Use Only:**

Date Received: _____	Current PTO Balance: _____
	Gifted: - _____
Date E-Mail Sent: _____	Balance: _____
	Taken: - _____
Payroll Date Entered: _____	Total: _____
	Accrual: _____
Payroll Effective: _____	New Balance: _____