

Attachment "G"
City of Somerton
Personal Time Off (Leave) Donation Form

Name of Donor: _____

Department: _____

Amount of Donation to be credited to Recipient: _____

Name of Recipient: _____

Department: _____

I hereby certify that this donation is given without expectation or promise for any purpose other than that authorized by the Personnel Policy.

Signature of Donor

Date

This is to certify that the employee named above has a sufficient leave balance to donate the hours indicated.

Human Resources

Date

Recipient's current leave balance: _____ + _____ donation = _____ **Recipient's New Leave Balance**

Employee Number: _____ Department Name: _____

Human Resources

Date _____

The Donor must forward this form to Payroll.

The Personal Time Off Donation Program is established to allow a qualified employee who has exhausted all his/her PTO and/or EIB hours a means of financial assistance through the contributions of Personal Time Off accruals from fellow employees. A qualified employee is any regular City employee who has a personal catastrophic illness or injury occurs to him/her for which leave time taken (if any was available) would qualify under Section 803 of the Personnel Policy, and who has exhausted all paid leave hours. Examples include, but are not limited to, heart attack, cancer or serious car accident. Only employees who have completed the initial probationary period will be allowed to donate unused accrued vacation time under this Program. Donating employees may only donate Personal Time Off time in one-hour increments. An employee needing the benefits of this Program must make the need known to his/her supervisor. That supervisor and/or the department

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director may make the donation need known to other members of the department and other City employees through appropriate means.

Human Resources shall review the Personal Time Off donation authorization to ensure proper record keeping. Donated accrued Personal Time Off will be converted on a straight hour-for-hour basis to the recipient employee's sick leave balance. The tax liability associated with the donated leave will be the responsibility of the recipient. All leave donations will be voluntary and no employee may intimidate, threaten or coerce any other employee with respect to donating or receiving leave under this program.