



## **PTO Donation Bank Program**

Reimagine Education, LLC ("RE") recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued PTO (Paid Time-Off) from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

### **Eligibility**

Employees are eligible to join the PTO Bank after one year of employment with RE.

### **Guidelines**

Employees who would like to make a request to receive donated PTO from their co-workers must have a situation that meets the following criteria:

*Medical emergency* - Defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

### **Donation of Sick/Personal Time**

- The donation of sick/personal time is strictly voluntary.
- Donated sick/personal time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The minimum number of sick/personal hours that an eligible employee may donate is 16 hours per calendar year.

### **Requesting Donated Sick/Personal Time**

Employees who would like to request donated sick/personal time are required to complete a PTO Bank Request Form and submit it to the PTO Bank Committee. Requests for donations of sick/personal time must be approved by the committee, which will be a small group of staff members who are all members of the bank. If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request. Employees who receive donated sick/personal time may receive no more than 240 donated hours within a rolling 12-month period.

[Enroll in the PTO Donation Bank](#)  
[PTO Bank Request Form](#)