Benefit Time Donation Policy

1. Employee needs to be out of sick, seniority and vacation time before asking other employees for benefit time.

2. Employee needs to contact the Program Director about the need for benefit time to be donated.

3. Employee may not request benefit time donation for the purpose of receiving paid vacation.

4. Employee will write a letter to co-workers explaining their situation and the need for benefit time to be donated and the amount of benefit time needed. It is the option of the employee to write an anonymous letter. It is also the option of the employee to approach individual staff members and discuss the donation of benefit time.

5. The benefit time donation form must be filled out when donating time. It is used to track which employees are willing to donate time, how much time they are willing to donate, and what type of time it is.

6. The employee in need of benefit time will not be told by the Program Director who the donor or donors of benefit time are.

7. If an employee(s) is willing to donate benefit time and this benefit time is donated to an employee in need, then the donor will receive a written confirmation of the amount of time and the type of time deducted from their benefit days. The benefit time will be deducted during the next payroll period.

8. If more than one employee donates time and the donated time exceeds the amount needed, employees will be randomly selected to be the donor of time.