



**Wright County
Department of Administration
Human Resource Risk Management (HRRM) Division**

310 PTO/VACATION DONATION

Policy Adopted: 11-16-04

Policy Amended: ~~09-09-14~~ 01-10-17

Effective: ~~07-01-15~~ 01-01-17

310.01 POLICY STATEMENT

Wright County permits ~~non-union~~ employees to donate PTO/vacation time on a case by case basis to other employees who have exhausted their paid leave benefits, but would otherwise be allowed to use sick leave. The County further reserves the right to establish this policy under circumstances that it deems appropriate, all on a case by case basis. An exercise of this policy shall not establish a precedent or practice.

310.02 TERMS AND CONDITIONS

An employee will be eligible to receive donated PTO/vacation time only after the employee's accrued sick leave, compensatory time, floating holiday and PTO/vacation have been exhausted.

The donated PTO/vacation time will go into the employee's PTO or sick time bank. The donated time will be transferred at the donor's pay rate and used at the recipients pay rate. Once a donation is made it is irrevocable. However, if more donated hours are received than needed, the donations will be returned to the employee(s) on a pro-rated basis.

An employee receiving donated time will not be eligible to accrue PTO, sick time, vacation time or be eligible for Holiday Pay. If the employee is not on an FMLA leave, he or she will be responsible for the full costs of health, dental and life insurance to continue coverage.