

***Excerpt from the GRPU Personnel Policies, last revised December 15, 2021***

**8.8.6 DONATIONS OF PTO**

Employee donations of unused, accumulated PTO to co-workers are authorized under the following conditions and in accordance with the following procedure:

1. Employees having “regular” status with the Commission shall be eligible for PTO donations of up to a maximum of four hundred eighty (480) hours to cover lost time caused by debilitating illness/physical disability, terminal illness, severe non-industrial injury that exceeds two weeks in duration.
2. The employee has exhausted their own paid leave benefit accruals down to eighty (80) hours of EIB.
3. PTO donations up to eighty (80) hours per donating employee each calendar year may be authorized.
4. The donating employee and recipient employee’s payroll records shall be adjusted to reflect a transfer of accrued hours, and donated PTO hours shall be converted to the same number of EIB leave hours on the recipient’s payroll record.
5. The donated hours shall be utilized at the recipient’s rate of pay.
6. Requests for transfer of PTO donations shall be submitted via the Co-Worker Donation of Accrued Vacation Hours Form to the General Manager for approval and processing.

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Employee donations of unused, accumulated PTO to co-workers are authorized under the following conditions and in accordance with the following procedure:

1. Employees having “regular” status with the Commission shall be eligible for PTO donations of up to a maximum of four hundred eighty (480) hours ~~ninety (90) days~~ to cover lost time caused by debilitating illness/physical disability, terminal illness, severe non-industrial injury that exceeds two weeks in duration.
2. The employee has exhausted their own paid leave benefit accruals down to eighty (80) hours of ~~PTO~~EIB.
3. PTO donations up to eighty (80) hours per donating employee each calendar year may be authorized.
4. The donating employee and recipient employee’s payroll records shall be adjusted to reflect a transfer of accrued hours, and donated PTO hours shall be converted to the same number of EIB leave hours on the recipient’s payroll record.
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