



## **PURPOSE**

The purpose of this policy is to provide a mechanism by which employees of Early Light Academy (the “School”) can voluntarily donate personal time off (“PTO”) days to other staff members under extraordinary circumstances.

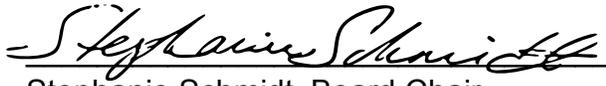
## **POLICY**

1. An employee, or an employee’s immediate family member, must be experiencing a catastrophic illness in order to be eligible to receive donated leave. Catastrophic illness includes but is not limited to a life threatening illness that requires the employee to be absent from work for an intermittent and/or extended period of time or a medical emergency that results in absence from work for at least one week for personal illness or to attend to an immediate family member.
2. Employees must use all of their available personal leave balance before they can access donated days.
3. Qualifying employees may receive a maximum of twenty (20) donated days during a school year.
4. Employees may only donate time from their current PTO balance.
5. An employee may donate a maximum of five (5) days of leave to a particular employee in any one school year.
6. All donations must be made in full day increments.
7. Once donated time has been transferred to the recipient's PTO balance, the donor has no rights to that time for any reason. Approved donations will be immediately deducted from the donor's leave balance and credited to the recipient's balance.
8. The decision to donate PTO should be an individual and personal decision and is completely voluntary. Employees may not solicit donations of PTO from other employees.
9. All PTO donations must be approved by the Director. Employees desiring to donate PTO to an employee must submit a written request to the Director indicating the number of days donated, the date of donation, and an acknowledgement of remaining days after the donation. Both the Director and employee will sign the letter of acknowledgement. Requests that do not meet the conditions of this policy will be denied. Denials may be appealed to the Board of Directors for consideration.

10. All donated PTO days must be used for their intended purpose.

11. The Director will coordinate with the School's Management Company to assure proper documentation of these transactions. The Director will notify the donor and the recipient after the transaction has occurred.

Signature:

 June 8, 2018  
Stephanie Schmidt, Board Chair Date