Section 4

Benefits

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| **Policy Number:** 402  | **Effective Date:** 3/1/2022 |
| **Title:** PTO-Leave Donation Policy  |

The White Earth RBC recognizes that employees may experience a medical illness or emergency or must take time off for reasons outside of their control resulting in a need for additional time off more than their available PTO hours. As an option, the employee may take time off without pay. The Tribal Council understands that this may cause a financial hardship for the employee, and authorizes the donation of leave with the following considerations for eligibility:

* The employee must have completed the 90-day probationary period to be eligible for donated PTO leave hours.
* The employee must have exhausted their own PTO leave bank before being eligible for donated PTO leave hours.
* If qualified, the requesting employee must utilize short-term, long-term or workman’s compensation benefits prior to any donation of PTO leave time.
* The department manager/supervisor must approve the time off according to departmental and budgetary needs.
* The donation of PTO Leave hours is strictly voluntary.
* Donated PTO Leave hours will go into a leave bank for use by eligible employees, unless the donated PTO Leave hours are donated by an employee to employee.
* Recipient identity is not disclosed to donating employees, unless it is known due to PTO Leave hours donated employee to employee.
* Donation minimum is eight (8) hours.
* Donation maximum is eighty (80) hours.
* Maximum amount of donated leave an employee is eligible to receive in a rolling 12-month period is eighty (80) hours.
* Leave is donated hour for hour without regard to the dollar value of the donated or used PTO Leave hours. The donated PTO Leave hours are not retro-active (i.e., once a pay period ends.)
* Participation in donation of leave is voluntary, and any form of repayment (i.e., monetary, time donated back, or assistance with work) is not to be expected.
* Employees cannot borrow against future PTO Leave hours to donate.
* Employees will be given the opportunity to donate PTO leave time at any time and with proper form will be managed by HR Benefits and be maintained in a leave pool on a consistent basis.
* Employee in need must provide documentation of need on appropriate form, signed by their supervisor and HR Benefits.
* Employees who are currently on an approved leave of absence cannot donate PTO Leave hours.
* Nothing in this policy will be construed to limit or extend the maximum allowable absence under current STD, LTD, Personal or Family Medical Leave Policies.

The employee requesting donation of leave must:

* Have exhausted all their own leave
* Have supporting documentation to the need and provide it on the appropriate form for their supervisor and HR Benefits to approve
* Meet with Human Resources to seek any other type of assistance
* Hold a position that accrues leave

The employee donating leave must:

* Maintain a balance of eighty (80) hours of PTO Leave hours
* Must complete the proper form and submit to HR Benefits for the PTO Leave hours to be transferred from the employee’s account to the leave bank.

 Employees *not* eligible for leave donation are those who are:

* Temporary status
* On-call status
* Within a probationary period

For purposes of this policy, a need is defined as:

* A medical condition of the employee or their immediate family 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.
* Any severe hardship to the employee or to an immediate family member of the employee that requires the employee to be absent from work.