



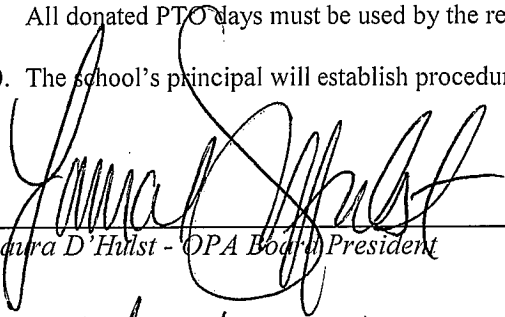
## Ogden Preparatory Academy Donation of Personal Time Off Policy

### PURPOSE


The purpose of this policy is to give employees of Ogden Preparatory Academy (the "School") a chance to support their colleagues who have exhausted their personal time off ("PTO") balances due to their own serious illness/injury or in caring for a seriously ill/injured family member or due to another major crisis. This enhances team spirit by giving employees the opportunity to voluntarily donate excess accrued PTO in support of their colleagues. Such donations ensure salary continuation during needed leave. Participation is entirely voluntary and is confidential.

### POLICY

1. To be eligible to receive donated leave:
  - a. An employee must be receiving PTO;
  - b. An employee must have used all of their available PTO balances before they can access donated days;
  - c. The employee's absence must be due to a catastrophic illness of the employee or an employee's immediate family member. Catastrophic illness includes, but is not limited to, an illness or injury that incapacitates the individual and that requires the employee to take time off from work for an extended period of time. This also includes a death, funeral, or otherwise serious issue to be determined by the School's principal. Immediate family member means a spouse, child, parent, sibling, grandparent or grandchild (or in-law or step-relative in one of those situations).
2. Receiving employees may receive a maximum of fifteen (15) donated days in a fiscal year. Any exceptions may be brought before the School's principal for consideration.
3. Donating employees may only donate time from their current PTO balance.
4. An employee may donate a maximum of five (5) PTO days to a particular employee in any one fiscal year. Any exceptions may be brought before the School's principal for consideration.
5. All donations must be made in full or half day increments and will be transferred straight across, regardless of differing pay scales between the donor and recipient.
6. Once donated time has been transferred to the recipient's PTO balance, the donor has no rights to that time and may not recover the time for any reason.
7. The decision to donate PTO should be an individual and personal decision, is completely voluntary, and will be kept confidential by the School principal and administrative staff.
8. All donations of PTO under this policy must be approved by the School's principal.
9. All donated PTO days must be used by the recipient for the intended purpose.
10. The school's principal will establish procedures for the implementation of this policy.

  
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Laura D. Hulst - OPA Board President

Date

  
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8/10/10



## **Procedures for Donation of Personal Time Off**

1. Employees choosing to donate PTO to another employee must submit a written letter to the school's principal specifying the recipient, the number of days donated, the date of donation, and an acknowledgement of the number of PTO days the employee retains after the donation. Both the principal and employee will sign the letter of acknowledgement.
3. The principal will determine whether to approve or deny donation requests under this policy. Denials may be appealed to the School Board for consideration.
4. The school principal will immediately notify the donor and the recipient of the decision.
5. Approved donations will be immediately deducted from the donor's leave balance and credited to the recipient's balance.
6. The school's principal will coordinate with the school's management company to assure that donation and receipt are properly recorded.