

**Maria Montessori Academy**  
**Policy: Donation of Paid Time Off Policy**  
**Adopted: October 11, 2011**



**Policy**

The Board of Directors of Maria Montessori Academy (the "School") recognizes that extraordinary events in employees' lives may require them to be away from work in excess of their allotted paid time off ("PTO") days. The Board also recognizes that in certain situations fellow employees may wish to donate PTO days to such employees in order to reduce the burden from such circumstances. The Board therefore authorizes the voluntary donation of PTO days from one employee to another under extraordinary circumstances. The Director will be responsible for determining when such donations will be allowed and shall establish procedures for how donations will take place.

Signature:

 Nov 8 2011  
Preston Allen, Vice Chair                      Date

**Administrative Procedures**  
**Donation of Paid Time Off Days Procedures**

These procedures are established pursuant to the Donation of PTO Days Policy adopted by the Board of Directors.

The voluntary donation of PTO days from one school employee to another may be made as follows:

1. An employee, or an employee's immediate family member, must be experiencing a catastrophic illness in order to be eligible to receive PTO donations. 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 PTO balance before they can access donated days.
3. Qualifying employees may receive a maximum of fifteen (15) donated PTO days during a school year. Any exceptions may be brought before the Director for consideration.
4. Employees may only donate PTO days from their current PTO balance.
5. An employee may donate a maximum of five (5) PTO days in any one school year.
6. All donations must be made in full day increments.
7. Once donated PTO days have been transferred to the recipient's PTO balance, the donor has no rights to those PTO days for any reason. Approved donations will be immediately deducted from the donor's PTO 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.
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 their remaining PTO days after the donation. Both the Director and employee will sign the letter of acknowledgement. Requests that do not meet these conditions will be denied.
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.