

LEAVE DONATION PROGRAMS

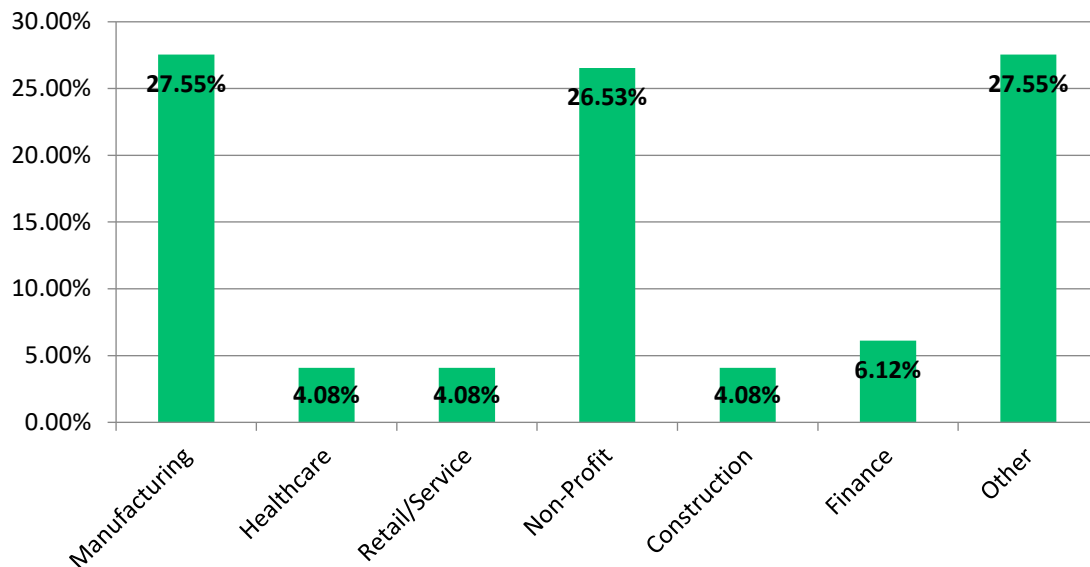
May 2024

Total participants: 98 in Illinois, Indiana, Missouri & Florida

Demographics:

73% of respondents have fewer than 250 employees.

INDUSTRY



20% of respondents have a leave donation program in place.

Types of leave that can be donated:

- Sick Leave 34.62%
- Vacation Leave 38.46%
- Personal Leave 23.08%
- Other = PTO 53.85%

Eligibility Criteria to Donate Leave:

- **Policy Application:**
 - Applies to all regular, full-time, and part-time employees.
 - Voluntary participation.
- **Eligibility for Donation:**
 - Must retain a minimum balance of 75-96 hours after transfer.
 - Employed for a minimum of 90 days to six months.
 - Must have available leave to donate.
 - Leave may be donated in 4- to 8-hour increments.
- **Donation Limits:**
 - A maximum of 40-80 (112 hours for firefighters) hours of PTO or sick leave may be donated per calendar year.
- **Additional Requirements:**
 - Transparency and respect for donor privacy.
 - No formal eligibility other than having available PTO.

Donating Leave

53% = Direct donation to specific employees

47% = Donation to a leave bank for general distribution

- **Donated leave is allocated based on the need of the recipient.**
 - Send a request when an employee qualifies for a donation.
 - Donations limited to the PTO needed for the emergency.
 - Hold donations if unsure of the required amount.
 - Committee reviews application, requiring employee application and physician statement.
 - Consider requests for life-threatening, terminal, or total permanent disability conditions affecting the employee, their spouse, parent, child, or stepchild living with them.
 - Employee must have exhausted all leave time and be eligible for FMLA.
 - Employee must exhaust all PTO/Grandfathered sick leave and face a qualifying medical emergency or major disaster.
 - Donations made only at the request of the employee in need.
- **Requesting Donated PTO:**
 - Complete and submit a Donation of PTO Request Form to HR.
 - Approval needed from manager, HR, Finance, and the President.
 - Recipient's own PTO used before donated PTO.
 - Maximum of 480 hours (12 weeks) of donated PTO per 12 months.
- **Recipient Criteria:**
 - Must have exhausted all their paid time off.
 - Must be facing personal or medical emergencies.
 - Must be on FMLA for receiving donations in certain cases.

Communicating Leave Donation Program

- Time donation policy is included in the employee handbook.
- Policy is explained during new employee orientation and on SharePoint.
- Announced via yearly email communication with donation deadlines.
- Supervisors and Managers can request donations for employees in need.
- HR communicates with all employees and manages form submissions.
- Policy details and updates are shared at all-staff meetings and on the intranet.
- Word of mouth communication as needed.
- Donation drives occur twice annually, in summer and before the holidays.

Challenges

- Manual process with no prior instances.
- Difficulty with STD approvals.
- Potential feelings of unfairness if someone doesn't receive donations.
- Need for proper allocation based on hours and wage levels.
- Misunderstanding about leave eligibility for non-emergencies like vacations or minor illnesses. Misconception that the leave bank is for general use instead of catastrophic events.
- Issues with transparency and abuse of leave; employees unaware of misuse still donate.
- Denied requests for donations to those who used up leave for non-extended illness reasons.
- No challenges reported.

Improvements Companies Are Considering

- Require exhaustion of all other resources, including Short-Term Disability, before Compassion Leave.
- Set limits on the amount of leave that can be given and received.
- Use unused PTO for the donation program.
- Create a small, quickly allocatable leave bank, with careful administration.
- Update manual tracking to a systematic approach.
- Consider discontinuing the leave donation program or centralizing donated leave in a bank with eligibility criteria.
- The program will be reviewed during the next handbook revision in 2024-2025.

Measuring Success of Program

- No measurement of success.
- Used twice with positive feedback from both donors and recipients.
- Questions about its effectiveness and employee participation.
- Focus on employee satisfaction.
- Success seen if donations cover the full emergency leave period.
- Measures include the amount of donations and ease for the recipient.

Ensuring Fairness of Program

- Evaluated on a case-by-case basis by HR.
- Panel review for requests to receive donated time.
- Infrequent donations due to small company size.
- Communication with staff about the situation and approval reasons.
- Strict policy enforcement for extreme emergencies ensures fairness.
- Committee includes administrators and union members with equal voting rights; reports to union as needed.
- Donors and recipients kept private; recipients may share their situation.
- Clear definitions for medical emergencies and major disasters.
- All employees on approved FMLA can request donated time.
- HR Director oversees the process to ensure fairness.
- CHRO manages the leave bank, communicating with managers about employee needs.