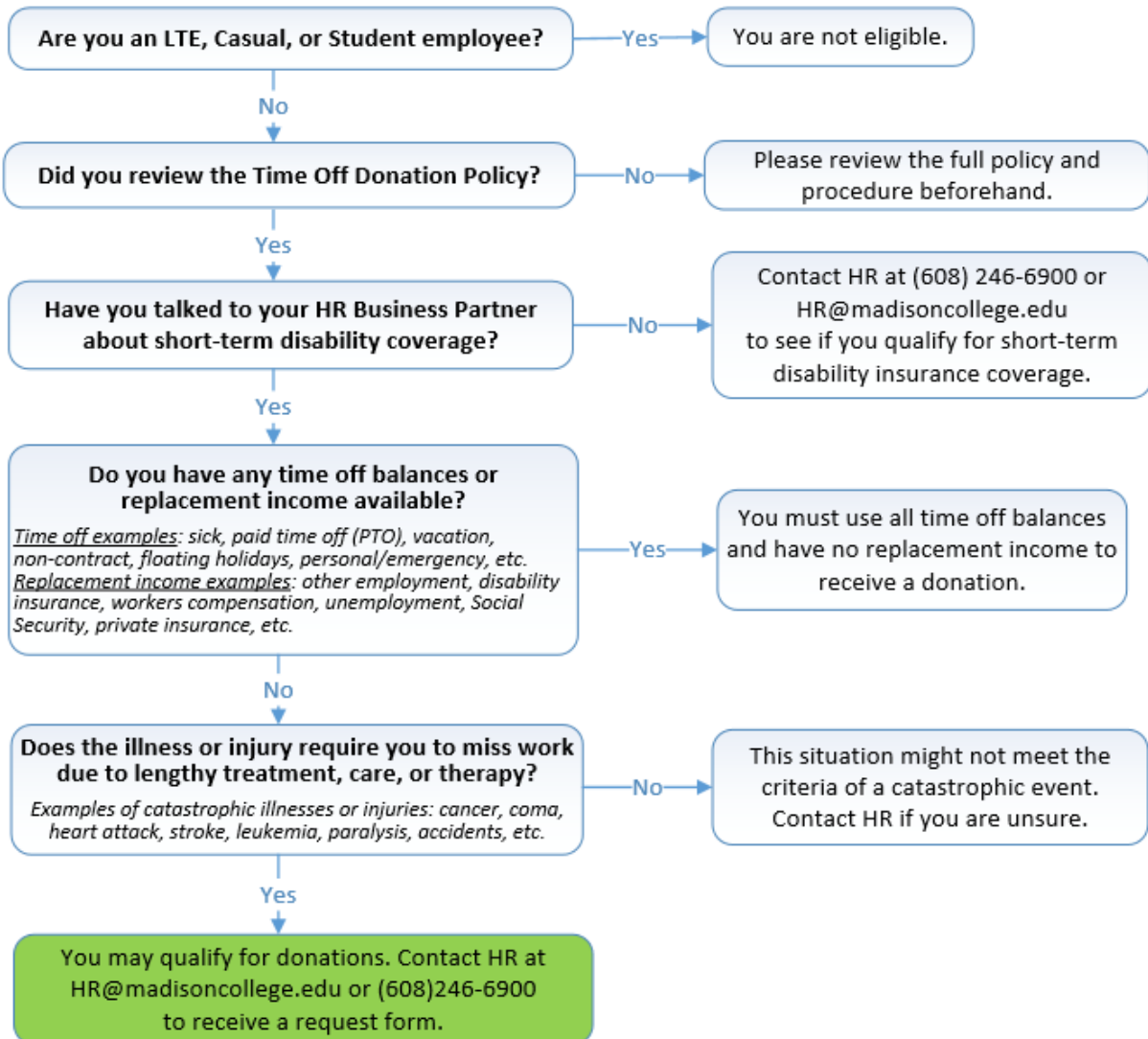


Time Off Donation Procedure, Process Map & Forms

Eligibility Process Map



Procedure

1. Submit a Request for Time Off Donations to the human resources (HR) mailbox at hr@madisoncollege.edu. HR will review the situation and decide if the event qualifies for the paid time off donation. Medical verification may be required.
2. If the event qualifies for the time off donation, HR will work with you and your supervisor to determine the approximate number of hours/days needed. Typically, donations will not exceed 90 days.
 - Events are evaluated on a case-by-case basis.
 - HR may consult with the Benefits Committee with regard to special circumstances to ensure consistent application of the policy intent.
3. A confidential call for time off donations is sent out by HR to the appropriate Vice President area, department, or school (copy the HR business partner).
4. Donors will submit a Time Off Donation form to HR in order to anonymously donate up to 40 hours of paid time off.
 - Time off may be donated in increments of 4 or 8 hours from these balances: sick, vacation, non-contract, personal, floating holidays, and paid time off (PTO).
 - Hours will have the same value regardless of employee type.
 - The HR business partner is responsible for tracking the donations and coordinating with the Payroll Office.
 - Donations are deducted on a “first-in, first-out” basis and will roll over to the next fiscal year.
 - Any unused time off will be returned to the donor.
 - If insufficient donations are received from the employee’s department or school, HR will email the college community to expand the request to other areas of the college.

Clarification on Schedules, Holidays, and Shutdowns

- Time off donations can only be used for your regular work schedule.
- If a holiday falls within the timeframe you are using time off, then you are eligible for holiday pay.
- If time off donations are being used two weeks prior to and two weeks subsequent to a shutdown, then you will be paid for the shutdown.



Request for Time Off Donations

Submit to Human Resources

Email: HR@madisoncollege.edu

Phone: (608) 246-6900

The employee who needs a donation should complete this form and submit it to Human Resources. Please read the [Time Off Donation Policy](#) beforehand.

Employees who are experiencing a catastrophic illness or injury may request donations of time off from other employees in these circumstances:

- You need time off due to a catastrophic life event but do not have any remaining time off balances.
- You do not have any replacement income available (disability, other employment, workers compensation, social security, private insurance).

Employee Requesting a Donation:

First Name: _____ Last Name: _____

Employee ID: _____ Department: _____

Daytime Phone: _____ Email: _____

Anticipated number of hours needed: _____

Anticipated dates of absence: _____ to _____

Please briefly explain the catastrophic illness or injury:

I certify that the above statements are true, and I authorize Madison College to obtain any necessary information related to this request.

Employee Signature

Date

In the event the employee is unable to sign this form, an immediate family member, guardian, or Power of Attorney may sign on their behalf.

Signature

Date

Relationship to Employee



Paid Time Off Donation Form

Submit to Human Resources

Email: HR@madisoncollege.edu

Phone: (608) 246-6900

Employees may donate unused paid time off to help other employees who have experienced a catastrophic illness or injury. Please read the [Time Off Donation Policy](#) for more information.

Donor Information:

First Name: _____ Last Name: _____

Employee ID: _____

Work Phone: _____ Email: _____

I authorize Madison College to deduct the following hours from my time off balance(s) and donate it anonymously to the employee experiencing a catastrophic life event:

Number of Hours <i>Donate increments of 4 or 8 hours, up to 40</i>	Time Off Balance <i>Specify which balance you'd like to donate: sick, vacation, non-contract, personal, floating holidays, paid time off (PTO)</i>

I am willing to donate the hours listed above and understand the process of the [Time Off Donation Policy](#).

Employee Signature

Date