PTO Bank Procedures

Procedure: Donating PTO to the Bank

1. **Request the Form:** Email or visit the HR Department to request the **"PTO Donation Form"**.

2. **Verify Balance:** Check your most recent pay stub or portal to ensure you have the hours available to donate while maintaining the required minimum personal balance.

3. **Complete the Form:** Specify the number of hours you wish to donate. You do not need to specify a recipient; all donations go into the district-wide pool.

4. **Submission Timeline:** Submit the completed form to HR no later than the final Friday of the current pay period.

5. **Confirmation:** HR will verify the balance, convert the hours to their current dollar value for the bank, and deduct the hours from your portal. You will receive a confirmation email once complete.

Procedure: Requesting Donated PTO

1. **Exhaust Personal Leave:** Ensure all personal PTO and sick leave has been fully utilized or scheduled.

2. **Request the Form:** Contact HR to request the **"Request for Donated PTO Form"**.

3. **Provide Documentation:** Attach relevant documentation (e.g., medical note or disaster relief documentation) for review by the Superintendent.

4. **Submission Deadline:** Submit the form to the Superintendent before the end of the pay period

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for which you are requesting hours.

5. **Review and Approval:** The Superintendent will review the request for eligibility and current bank fund availability.

6. **Payout:** If approved, the funds will be applied to your check at your **regular rate of pay**, subject to standard taxes, up to the individual recipient cap.

Current Status: The PTO Donation Bank is currently at a zero balance. New requests will be placed in a pending queue.

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