

CCS Paid Time Off (PTO) Donation Bank Policy

1. Purpose and Scope

To ensure all team members are supported during unexpected hardships, CCS maintains a **PTO Donation Bank**. This program allows employees to voluntarily donate their accrued leave to colleagues facing significant life challenges. **The PTO Donation Bank operates at the district level and is available to all CCS employees regardless of school assignment.**

2. Eligibility and Qualifying Events

The PTO Donation Bank provides temporary financial assistance to employees who have exhausted all their own paid leave due to:

- **Medical Emergencies:** Personal or immediate family member health crises.
- **Natural Disasters:** Significant impacts from environmental catastrophes.
- **Requirements:** To receive assistance, an employee must be experiencing a qualifying event and have exhausted all personal PTO balances and other Paid Leave options.

3. Donation and Value Guidelines

- **Irrevocability:** Once donated, PTO is removed from the donor's balance and cannot be returned or paid out upon separation.
- **Sustainability (Dollar-Value Tracking):** To ensure fiscal sustainability across various pay scales and FTE structures, donations are converted to a **dollar value** based on the donor's hourly rate at the time of donation.

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- **Donation Cap:** To ensure donors maintain their own safety net, employees may donate a maximum of **40** hours per school year, provided they have a minimum personal balance of **40** hours at the time of donation.

4. Compensation and Distribution

- **Pay Rate:** Donated funds are paid out at the **receiving employee's regular hourly rate**.
- **Recipient Cap:** An individual may receive a maximum of **80** hours from the bank per qualifying event.
- **Withholdings:** All payments are subject to standard payroll taxes and withholdings.
- **Availability:** Benefits are subject to the total funds available in the bank. If the bank is empty, requests are placed in a pending queue and fulfilled in the order received as funds become available.

5. Confidentiality and Administration

- **Confidentiality:** The identity of both donors and recipients shall remain strictly confidential to protect the privacy of all employees.
- **Approval Authority:** The Superintendent and/or the HR Manager serve as the final approval authority for all requests and eligibility determinations.

Communications: All policy reminders and bank status updates will be issued as district-wide messages from the HR or Central Office to ensure equitable access.