



**North Davis**  
Preparatory Academy

**Policy: DONATION OF PERSONAL TIME/DAYS OFF POLICY**

Date: December 13, 2005, February 1, 2006

Ratified: June 3, 2009

The purpose of this policy is to provide a mechanism by which employees can voluntarily donate personal time off (PTO) days to other staff members under extraordinary circumstances.

1. An employee, or an employee's immediate family member, must be experiencing a catastrophic illness in order to be eligible to receive donated leave.
2. Employees must use all of their available personal leave balances before they can access donated days.
3. Qualifying employees may receive a maximum of 15 donated days in a fiscal year.
4. Employees may only donate time from their current PTO balance.
5. An employee may donate a maximum of 5 days of leave to a particular employee in any one fiscal year.
6. All donations must be made in full day increments.
7. Once donated time has been transferred to the recipient's PTO balance, the donor has no rights to that time for any reason.
8. The decision to donate sick leave should be an individual and personal decision and is completely voluntary.
9. All sick leave donations which are in accordance with the conditions outlined in this policy must come before the school administrator for approval.
10. All donated PTO days must be used for their intended purpose.

**PROCEDURE**

1. 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 or more for personal illness or to attend to an immediate family member.
2. Employees choosing to donate sick leave to an employee must submit a written letter to the school administrator indicating the number of days donated, the date of donation, and an acknowledgement of remaining days after the donation. Both the administrator and employee will sign the letter of acknowledgement.
3. Requests not meeting the conditions of the policy will be denied by the school administrator. Denials may be appealed to the Board of Directors for consideration.
4. Approved donations will be immediately deducted from the donor's leave balance and credited to the recipient's balance.
5. The school administrator will coordinate with the Management Company to assure proper transactions between donor / receiver occur. The school administrator will notify the donor and the recipient after the transaction has occurred.

June 3, 2009

Monte Poll, NDPA Board President

Date