



# NEW PTO DONATION PROGRAM

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**TO:** All Staff  
**FROM:** Human Resources  
**DATE:** November 29<sup>th</sup>, 2023

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In an ongoing effort to improve employee benefits, Jay Peak is introducing a new PTO Donation Program that will allow employees to donate up to 40hrs of their accrued PTO to a bank of hours that can then be shared with employees who are not eligible for time off benefits.

As of December 1<sup>st</sup> this year, Jay Peak will seed the fund with 200hrs. Employees are welcome to donate accrued hours and the Resort will ensure that a minimum bank of 200hrs is maintained, particularly when the bank resets in April and November each year. Hours from the bank can be requested by employees to help offset Covid and FMLA absences, which would otherwise be unpaid.

Much like the recent expansion of our maternity and paternity benefits and the decreased threshold to qualify for benefits in general, the PTO Donation Program offers new options to employees in need so that taking the time to prioritize their health doesn't come at the cost of being able to cover their bills.

Please visit [jaypeakresort.com/TheBootRoom](http://jaypeakresort.com/TheBootRoom) for a full description of the PTO Donation Program, how to donate, and how to request hours.

-HR

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