



PTO DONATION PROGRAM

STANDARD POLICY & PROCEDURE

Updated December 1st, 2023

PTO DONATION POLICY

Jay Peak recognizes that employees may experience medical or family emergencies that result in time away from work for which they do not have accrued time to cover these absences.

To address this financial need, all Jay Peak employees are eligible to donate accrued Paid Time Off (PTO) from their unused balance to their co-workers in need of additional PTO, in accordance with the policy outlined below. This program is voluntary.

POLICY SUMMARY

Employees are permitted to donate their PTO to a company communal bank, referred to as the PTO Donation Bank. Hours from the bank will be granted to in need employees for Covid and FMLA related absences which would otherwise be unpaid.

Jay Peak will initially fund the program, effective Dec 1, 2023. After which the program will be funded solely with employee donated PTO. However, at their discretion, the company may decide to donate to the program at any time. The PTO Donation Bank will dissolve on April 30th and Nov 30th of each year; however, it will maintain a minimum balance of at least 200 hours on those respective dates. If the company PTO Donation Bank is depleted below 200 hours on Apr 30th or Nov 30th, the company will fund additional hours to the bank reach this minimum balance.

DONATING PTO

Employees may donate PTO by completing the PTO Donation Form portion of the attached sheet and submitting it to Human Resources. This form is stored on the Read Only drive, The Boot Room or in the HR office.

- Donations can be made during donation periods only. Donation periods are Nov 1st-15th and May 1st- 15th of each year.
- Donors are required to have a remaining PTO balance of 40 hours during any time of donation.
- Once a donation has been made, it cannot be rescinded or refunded back to the donor at any point.
- Donors are not permitted to indicate who their PTO is to be given to. All PTO donated will be entered into a communal company bank to be granted to approved recipients.
- Employees on a leave of absence cannot donate PTO during their leave.

REQUESTING PTO

Employees may request donated PTO by completing the Donation Request Form portion of the attached sheet and submitting it to Human Resources. This form is stored on the Read Only drive, The Boot Room or in the HR office.

- The employee's manager must sign off on this form, attesting that the employee's employment is in good standing.
- Recipients must have exhausted all their PTO and Sick Time hours before their requests will be considered.
- PTO will not be granted for requests less than 3 workdays. Workday hours may vary.
- Requests for PTO donations must be approved by Human Resources and the executive team.
- Employees can receive no more than 40 hours of donated PTO in a rolling 12-month period.
- PTO will be paid out at the employee's normal rate of pay for the position from which they were absent from work.

SEE REVERSE SIDE FOR DONATION & REQUEST FORMS



PTO DONATION PROGRAM

DONATION / REQUEST FORM

Updated December 1st, 2023

EMPLOYEE'S NAME: _____ ID #: _____

SUPERVISOR: _____ DEPARTMENT: _____

(Select one)

I WOULD LIKE TO DONATE PTO

How many hours would you like to donate? _____

What date would you like this donated? _____

I WOULD LIKE TO REQUEST PTO

MANAGER'S SIGNATURE (required): _____

How many hours would you like to request? _____

What date(s) would you like to apply the time? _____

Reason for request of donated PTO:

I have read, understand, and agree to the terms of the PTO Donation Program Standard Policy & Procedure.

EMPLOYEE SIGNATURE: _____ DATE: _____

FOR HR USE ONLY	
<input type="checkbox"/> Donation/Request APPROVED	Processed Date: _____
<input type="checkbox"/> Donation/Request DENIED*	HR Signature: _____
*Reason for Denial: _____	