

# Deaconess Family FIRST

## Deaconess Health System

### Program Guidelines & Authorization Form

- ❖ Deaconess Family FIRST Program is a family-friendly program designed to allow qualified employees to donate (via PTO transfer) a portion of their PTO hours to another employee in need who has suffered a personal or family catastrophic illness or event and has or will personally suffer financially due to inadequate or no PTO time available to cover them during the event's consequences. **Employees may not solicit coworkers for PTO donations.** The Program may be amended or cancelled by Administration at any time.
- ❖ A catastrophic illness or event is defined as an illness or event of such a significant nature as to threaten or result in a great and sudden calamity, disaster or misfortune to the employee or immediate family member. Immediate family member is defined the employee's spouse, parent, or child for which the employee is the legal guardian. Human Resources shall determine if an event meets the definition of a catastrophic event or illness and the manager will notify Human Resources of the number of PTO hours necessary to meet the employee's needs.
- ❖ Transferring employee must have a PTO balance greater than 40 hours before the transfer will be processed. Donated hours will be posted on the transferring employees' timecard by Human Resources in order for them to be deducted from the accruals. This will be a deduction of hours and not pay.
- ❖ Receiving employee must be eligible for PTO and their PTO balance must be below 40 hours before the transfer will be processed. Employee will receive the transferred hours at his/her rate of pay converted from the donating employee's rate of pay (without shift differentials or premiums of any kind).
- ❖ PTO hours may be transferred to another employee in 1 hour increments for a maximum of 8 hours. PTO transferred hours will be credited within the normal payroll processing time.
- ❖ Employees may also choose to donate PTO hours to a central bank. Human Resources will transfer hours from this bank to employees who meet the criteria above.
- ❖ The Deaconess Family FIRST Program will not alter normal FMLA and non-FMLA leave of absence policies and is a transfer of converted hours and not pay.

By signing below I authorize the number of PTO hours indicated below for transfer to the below named employee or to the central bank. I also understand that this transfer of PTO hours is a transfer of converted hours and that the receiving employee will receive the PTO hours at his/her own current hourly rate of pay. **Submit this authorization to Human Resources via Email: HRPTODonations@deaconess.com or Fax: 812-450-2354**

#### Transfer PTO Hours From:

Print Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Number of PTO Hours to Transfer: (1 to 8) \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Transfer PTO Hours To:

Name/ID#: \_\_\_\_\_ Department Name/ #: \_\_\_\_\_

Reason for Donation: \_\_\_\_\_

Receiving Employee Manager Approval? \_\_\_\_\_ (Y/N)

Receiving Employee Manager Signature: \_\_\_\_\_

Central Bank: one time only \_\_\_\_\_ ongoing as long as PTO is at max \_\_\_\_\_