



Paid Time Off Donation Policy	Cornerstone Rehab (CSR)
Approved: 12/13/2021	Revised: 3.2024

Policy Statement

Cornerstone Rehab (CSR) recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available paid time off (PTO). To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary and is not intended for situations where the client issues a stop work order or an employee is on leave without pay in between contracts.

Eligibility

Employees must be full time or part time employees with CSR for a minimum of one year to be eligible to donate and/or receive donated PTO.

Guidelines

Employees who would like to make a request to receive donated PTO from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Major disaster, defined as a disaster declared by the president under § 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. § 6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.



Donation of Sick/Personal Time

- The donation of PTO is strictly voluntary.
- Donated PTO will go into a leave bank for use by eligible recipients.
- Employees can donate PTO to a specific individual that has current need.
- The donation of PTO is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of PTO that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future PTO to donate.
- Employees who are currently on an approved leave of absence cannot donate PTO.
- Donated PTO is not eligible for payout upon the recipient employee's separation from the company

Requesting Donated Sick/Personal Time

Employees who would like to request donated PTO are to make a formal request with CSR human resources.

Requests for donations of PTO must be approved by human resources, the employee's immediate supervisor, and a designated senior leader of CSR.

If the recipient employee has available PTO in his or her balance, this time will be used prior to any donated PTO. Donated PTO may only be used for time off related to the approved request.

Employees who receive donated PTO may receive no more than 80 hours (2 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Misrepresenting reasons for PTO donation may result in disciplinary action, including suspension without pay and/or termination from employment.

Attachments: PTO Donation Authorization Form

<p>X <i>Peter Maris</i></p> <hr/> <p>Peter Maris VP of Human Ressources</p>	<p>X James Megna</p> <p>Digitally signed by James Megna DN: cn=James Megna, o=Cornerstone Rehab, ou=Exec, email=jmegna@cornerstonerehab. com, c=US Date: 2024.03.13 14:31:59 -04'00'</p> <hr/> <p>Jim Megna Senior VP of Operation</p>
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Paid Time Off Donation Authorization Form

I, _____, would like to voluntarily donate paid time off (PTO) to the Cornerstone Rehab leave bank. I have reviewed the Paid Time Off Donation Policy, and I understand this leave will be provided to an employee who is approved to receive from the bank.

I authorize _____ hours to be deducted from my PTO balance.

Employee's Signature: _____

Date: _____