

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1091

NAME: SICK/PTO DONATION PROCEDURE

INITIAL APPROVAL DATE:	05/10/2013	BY: Sanilac CMH Board
(LAST) REVISION DATE:	02/19/2025	BY: HR Manager
(LAST) REVIEW DATE:	02/20/2025	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. PURPOSE

II. APPLICATION

Populations: NA
Programs: Direct - ALL
Contracted - NA

III. PROCEDURE

It is the policy of Sanilac County Community Mental Health Authority (Sanilac CMH) to allow employees to request a sick/PTO donation while on a leave of absence (LOA) in order to continue pay once all paid time off has been exhausted.

IV. DEFINITIONS

A. Employees are defined as Union, Supervisors, and Agency Contracts. Sick/PTO donation requests are not applicable to contract staff or substitutes.

V. STANDARDS

- A. Sick/PTO donation request can be requested once a leave of absence is approved. A request must be made in writing to the Human Resources Manager, which will then be given to the payroll department to distribute to staff. Payroll will send out the sick/PTO donation request once the requestor has less than two weeks (75 or 80 hours) of time off available. Sick/PTO donation requests must include the employee's name, date submitted, and anticipated amount of time needed.
- B. The payroll department will send out no more than two (2) sick/PTO donation request notices to staff. If the first request does not receive two weeks (75 or 80 hours) of donated time, then the sick/PTO donation will be considered to have ended. If two weeks (75 or 80 hours) have been received from staff donations then a second request, if needed by the employee, will then be sent back out to staff automatically by the payroll department. At no time shall a gap in requests occur when a staff is off work full time, but rather occur consecutively.
- C. Sick/PTO donation requests must be submitted as soon as the person knows they will run out of time. Once an employee that is off work full time has accepted a payroll with any unpaid time,

a sick bank can no longer be requested. Requests will be reviewed case by case for intermittent leaves (those that are working over 30 hours/week consistently).

- D. If the person is on worker's compensation, a sick/PTO donation cannot be requested.
- E. The sick/PTO donation is considered an optional co-worker benefit that Sanilac CMH will administer. Should this be abused, the Agency reserves the right to end all sick/PTO donations. Employees will have the option of participating in the sick/PTO donation and will not be forced or coerced into donating their time. Employees that donate must sign the donation form and return it to payroll by the specified deadlines. Employees are able to specify if they would like to donate sick or PTO time and they must have 112.5 hours if a 75-hour biweekly employee or 120 hours if a 80-hour biweekly employee (15 days) available in the bank type to be eligible to donate. Time will be removed from the donator's bank as days are needed by the requester. There is no maximum amount of time that can be donated from one employee to another as long as the request timelines are followed and there is no gap in donations. Donations will be taken from the donator with the highest balance first; only one day will be taken from the donator at a time. Payroll will then move through the requests accordingly. All bank donations will expire after 30 days. If a sick/PTO day is used for something outside the leave situation, all donations will immediately expire; any exceptions to this rule will be at the discretion of the CEO.

VI. ATTACHMENTS

VII. REFERENCES