



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.01 Donation Of Personal Time Off Procedures

Effective/Revision Date:

Page 1 of 1

1. Employees choosing to donate PTO to another employee must submit a written letter to the School's principal specifying the recipient, the number of days donated, the date of donation, and an acknowledgement of the number of PTO days the employee retains after the donation. Both the principal and employee will sign the letter of acknowledgement.
2. The principal will determine whether to approve or deny donation requests under this policy. Denials may be appealed to the Board of Directors for consideration.
3. The School principal will immediately notify the donor and the recipient of the decision.
4. Approved donations will be immediately deducted from the donor's leave balance and credited to the recipient's balance.
5. The School's principal will coordinate with the School's management company to assure that donation and receipt are properly recorded.

Document History

Legal References