



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.02.PRC.1 Donation Of Personal Time Off Procedures

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1. Employees choosing to donate PTO to another employee must submit a written letter or form to the School's administration 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 administrator and employee will sign the letter of acknowledgement.
2. The administrator 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 administrator 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.

Document History

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Legal References