

VACATION DONATION	POLICY	
	Document Number:	AS-HR-PL-3320
	Version Number:	04

1.0 Purpose:

To provide employees the opportunity to donate a portion of their accrued Vacation Hours (Administrative employees) or Vacation Days/ Floating Holidays (ATU represented employees) to another Santa Clara Valley Transportation Authority employee.

2.0 Scope:

This procedure applies to all VTA employees.

3.0 Responsibilities:

- 3.1 Employee Services (Benefits) is responsible for administering the Vacation Donation program.
- 3.2 The Fiscal Resources Department (Payroll) is responsible for calculating the monetary value of donations and for making the necessary adjustments to Vacation/ Floating Holiday balances.
- 3.3 The donating employee's departmental timekeeper is responsible for updating the employee's time records to reflect the donation. For ATU represented employees, the departmental timekeeper is also responsible for notifying the necessary departmental personnel for reassignment (Operators).

4.0 Procedure:

- 4.1 Regular employees may voluntarily donate Vacation Hours (Administrative employees) or Vacation Days/ Floating Holidays (ATU represented employees) to another regular VTA employee who him or herself, or whose family member for whom they are responsible, experiences a catastrophic illness, injury or event which requires the employee to be away from work for an extended period of time.
- 4.2 Catastrophic is defined as an illness or event which is monumental, unusual, unexpected, immediate in nature and which is expected to preclude the employee from returning to work for an extended period of time.
- 4.3 The employee receiving the donated time must have exhausted all accrued time off including sick leave, vacation, personal leave and compensatory time off before receiving donated time.
- 4.4 Any employee may request donations by providing a written request detailing the circumstances of their situation (including the anticipated length of the absence) to Benefits. The employee's circumstances will be reviewed by the Benefits Administration Unit Supervisor to determine whether the employee meets the program criteria.
- 4.5 Once approval has been given, donation forms will be made available to all employees for a designated period of time, typically using the paycheck distribution process. This is a voluntary program and donations shall be irrevocable once the form has been processed.

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- 4.6 Employees will return the completed forms to their timekeepers. Timekeepers will send donation forms for Administrative employees directly to Benefits. Timekeepers for ATU represented employees will record donation of floating holidays and will notify the necessary departmental personnel for reassignment. Once floating holiday donations have been recorded, ATU donation forms will be sent to Benefits.
- 4.7 Once all donation forms have been received, Benefits will prepare a list of donors and their donated hours/ days and send it to Payroll.
- 4.8 Payroll will verify that each donor has enough time to cover the donated hours and will convert the number of hours donated to a monetary amount based on the donor's current hourly rate. Payroll will maintain the list of donors, their number of hours/ days donated, and the total monetary value of the hours.
- 4.9 The total monetary value of donated time will be converted to hours of additional vacation time based on the recipient's current hourly rate. This number of hours will be made available for the employee's use during their leave.
- 4.10 All donated leave will be retroactively applied to the employee's time records by the employee's timekeeper. If the employee received State Disability Insurance or Worker's Compensation benefits during this period, the donated time will be integrated with the SDI or WC, to a maximum of eight hours per day. The application of the donated vacation will extend the employee's VTA-paid benefits eligibility period. However, once the initial VTA-paid benefits period ends, the employee will be responsible for paying to continue benefits. The appropriate rules regarding continuation of benefits while on unpaid leave will apply.
- 4.11 Should the employee return to work before the donated time is exhausted, any remaining time will be paid to the employee in a lump-sum payment.

5.0 Definitions:

Vacation: For purposes of this policy, vacation includes STO or PTO, as applicable.

6.0 Records:

Employee Services shall maintain records of all vacation donations.

7.0 Appendices:

Donation Request Form, Vacation Leave Donation Form.

8.0 Training Requirements:

N/A

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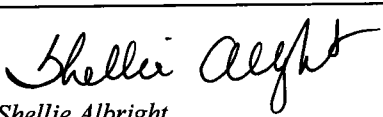
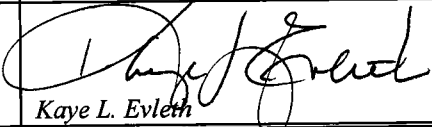
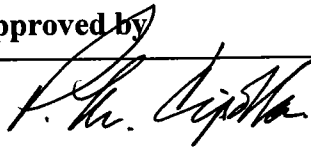
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9.0 Summary of Changes:

This Policy replaces Policy 284- Vacation Donation.

Updated departmental references and indicated that references to vacation include STO and PTO, as applicable.

10.0 Approval Information:

Prepared by	Reviewed by	Approved by
 Shellie Albright	 Kaye L. Evleth	 Peter M. Cipolla

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