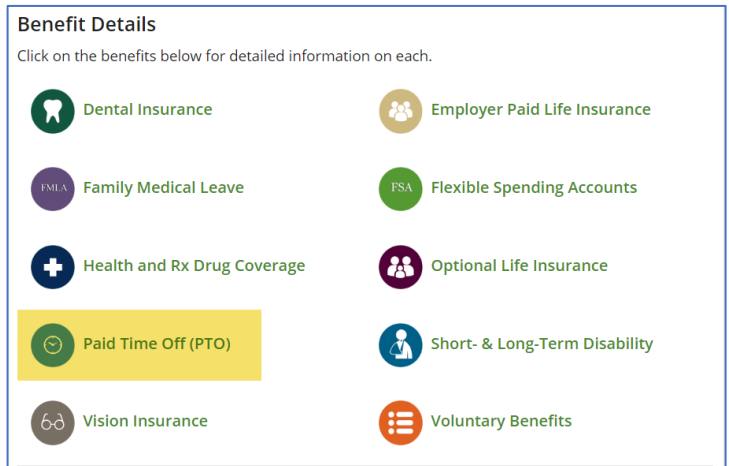
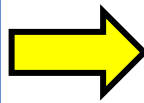


Employee – Make a PTO Donation:

*Please note it may take 2-4 weeks from point of donating PTO hours to those hours being removed from your PTO bank.

*If you have any questions on the status of your PTO Donation please reach out to your HR Business Partner Team.

1. To Donate PTO either click the link in the PTO Donation notification email you received or access the link on the Intranet by going to Life & Career > Employee Benefits > Paid Time Off (PTO) > Make PTO Donation



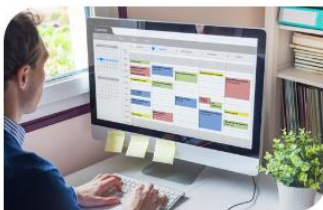
Paid Time Off (PTO)

All benefit eligible employees have a PTO bank available to use for vacation, holidays, sick leave, and personal leave. This benefit is based on employees' classification, years of service, and eligible hours paid. Employees may view their accrual schedule via [Global Human Resources \(GHR\)](#). Please refer to the System Paid Time Off (PTO) policy for additional information.

PTO Donations

Aspirus' PTO donation program allows employees to help each other by donating a portion of their PTO hours. The PTO donation program is a valuable resource for those who experience unplanned events that result in financial hardships or the need to be away from work for an extended period.

Click on the appropriate option below to be taken to the forms in OnBase. Please note that each form can only be accessed by one user at a time.



REQUEST PTO DONATION

Need additional PTO due to an unplanned event? Make a request to receive PTO donations.



MAKE PTO DONATION

Want to help a fellow employee in need of additional PTO? View a list of open requests and make a donation.

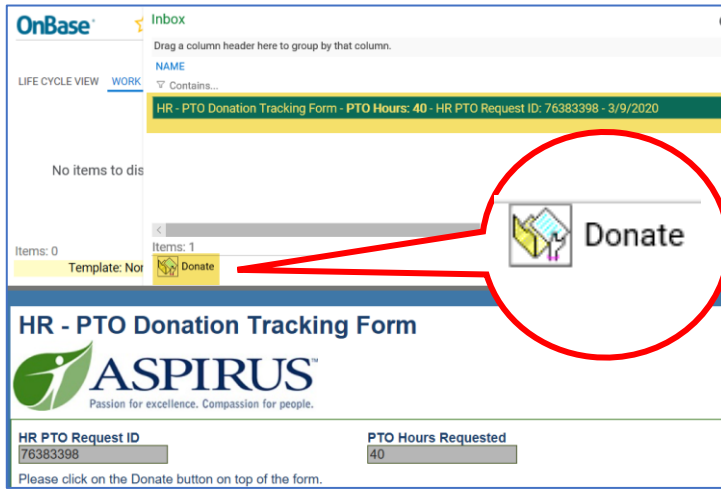
OF PTO DONATION REQUESTS

0

No current requests.

Shows number of open PTO Donation Requests – updates three time a day

- Once OnBase is open, single click on the PTO Donation Request you want to donate to and then click the Donate icon near the middle of the screen



- Complete the following form:

HR - PTO Donation Donor

HR PTO Request ID
76132337

Employee Information

Employee # [] Employee Name []

PTO Donation Policy Highlights

PTO donations are voluntary and irrevocable and will be accepted for open PTO donation requests only. Donate in whole hour increments unused earned PTO available at the time of the donation. After the donation, a minimum of 40 hours must remain in the donor's bank

1. Enter Employee Number

*Please note you have to be logged into the computer under your account otherwise this form will error out when you enter your employee number.



HR - PTO Donation Donor

HR PTO Request ID
76132337

Employee Information

Employee # 9999 Employee Name Jane Doe

Current PTO Hours
47.57

Hours Available to Donate
7.57

Donation Information

Enter number of PTO Hours being donated: []

PTO Donation Policy Highlights

PTO donations are voluntary and irrevocable and will be accepted for open PTO donation requests only. Donate in whole hour increments unused earned PTO available at the time of the donation. After the donation, a minimum of 40 hours must remain in the donor's bank

2. Enter Donation Information

*Please note the Current PTO Balance reflects the employee's PTO balance in Lawson up through the pay period that has been paid – does not reflect future PTO that has not yet been paid.



PTO Donation Policy Highlights

PTO donations are voluntary and irrevocable and will be accepted for open PTO donation requests only. Donate in whole hour increments unused earned PTO available at the time of the donation. After the donation, a minimum of 40 hours must remain in the donor's bank

Please review the information entered. If it is correct, check the box and click Submit.

3. Verify the information you entered is correct



Submit

4. Click Submit

- a. Please note you will **not** have access to the name or situation of the PTO Donation requester and the employee requesting the donation will not have access to the name of employees that donated hours to them.
 - b. This donation request will remain open until the total number of requested hours have been fulfilled or after the request has been posted for 2 weeks.
4. After the PTO Donation Request has been closed your donation will be processed. Please note the number of hours you donated maybe reduced, dependent on how many total hours were donated to the request by other employees and your current PTO balance. PTO hours will be removed from your PTO bank – this process can take 1-2 weeks, after the PTO Donation Request is closed, to be completed.
5. You will receive an email notifying you of how many PTO hours you can expect to be removed from your PTO bank.