

Submit PTO Donation Request for yourself:

- *Please note it may take 2-4 weeks from point of donation request approval to receipt of PTO hours.
- *If you have any questions on the status of your PTO Donation Request please reach out to your HR Business Partner Team.

1. Access the link to the PTO Donation Request form on the Intranet by going to Life & Career > Employee Benefits > Paid Time Off (PTO) > Request PTO Donation

Benefit Details
Click on the benefits below for detailed information on each.

- Dental Insurance
- Employer Paid Life Insurance
- FMLA Family Medical Leave
- FSA Flexible Spending Accounts
- Health and Rx Drug Coverage
- Optional Life Insurance
- Paid Time Off (PTO)**
- Short- & Long-Term Disability
- Vision Insurance
- Voluntary Benefits

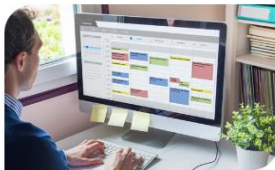
Paid Time Off (PTO)

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.

PTO Buy-Back

PTO buy-back is a benefit available to employees who elect to receive cash in lieu of PTO hours. The election is only valid for payment at the specified times offered during the year. Employees may elect to buy-back up to 40 hours of PTO in total between all buy-back opportunities in a given calendar year provided their PTO bank has a minimum of 100 hours remaining at the time of payout.

The PTO buy-back elections must be completed through the online electronic form and received by Human Resources no later than the specified deadline for each buy-back period. The online form can be found in [GHR](#) under the Benefits PTO section. Once received by Human Resources, the election is irrevocable and cannot be increased, decreased, or changed in any way by the employee.

Please refer to the System PTO Buy-Back policy for additional information.



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.

2. Complete the following form, which will appear in OnBase after you click the "Request PTO Donation" button:

HR - Paid Time Off (PTO) Donation Request

 v4.3

PTO Donation Request Policy Highlights

To receive a PTO Donation, the employee must qualify under ALL of the following:

- Be in need of PTO due to an extensive illness, accident or extreme financial hardship which results in an unpaid absence from work or anticipate being absent from work for a minimum of five consecutive work days to care for a child, spouse or parent as a result of an accident or extensive illness.
- Will have exhausted or will exhaust paid time off benefits during the anticipated leave.
- Not be on a long-term leave of absence unrelated to the illness or accident; a layoff; or on a no pay status at the time the request for PTO is received.
- Not be eligible for Worker's Compensation benefits.
- Not be receiving short term disability benefits.
- Not be in an active disciplinary process or have been counseled for attendance within the 12 months preceding the request for PTO donation.
- To request PTO Donation, complete the PTO Donation Request form below.

HR / Supervisor / Leave Management Only

Check this box to fill out and submit this form on behalf of someone.

Employee Information

Employee #*

Employee Name

If this information is correct, please check the box:*

Contact Phone #* Phone Extension

Have you requested more than 176 hours of donated PTO within the past 12 months?

Yes No

Benefit Balance Information

Current PTO Balance
47.57

Request Information

PTO Hours Requested: (176 hour maximum per 12-month period)*

Reason for Request

Illness/Injury
 Extreme Financial Hardship

Have you contacted Leave Management Services?
 Yes No

Employee Acknowledgement

I acknowledged that the answers provided above are true.

Employee Date Acknowledged

Submit

After clicking the Submit button, please close this form

1. Enter Employee Number and check the box at the bottom confirming your information is correct.

2. Enter work phone number

3. Answer question – HR will validate this before the request is approved

4. Enter Request 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.

5. Check the acknowledgement

*Checking the acknowledgement locks down the form – if you need to correct something before submitting the form, uncheck the acknowledgement

6. Click Submit and close the form.

3. After the PTO Donation Request form is submitted, you will receive an initial confirmation email
4. The request will go to your Supervisor, then LMS, and then HR for approval. If your request is declined at any step along the way you will receive an email notifying you of the declination status and the reason for the declination.
5. After the request has been approved, an email will be sent out to all Aspirus employees notifying them a PTO Donation request is open and can be donated to.
 - a. Please note your personal information will not be shared (this includes your name, employee #, reason for request, etc)
6. Your request will remain open for 2 weeks unless it is fulfilled earlier at which time it will be closed
7. Your PTO Donation Request will be processed, and the PTO hours will be loaded into your PTO bank – this process can take 1-2 weeks, after your request has been closed, to be completed.
8. You will receive an email notifying you of how many PTO hours you can expect to receive.