



EMPLOYEE PTO DONATION FORM

City of Roswell employees may donate accrued, unused PTO hours to a co-worker as outlined in the HR Policy & Procedures Manual section below:

10.4.8 - Donations of PTO Hours In Lieu of Paid Sick Leave to Other Employees - *An employee may donate accrued, unused PTO hours to another full-time employee if that employee is in need of paid sick leave due to injury or illness.*

Employees wishing to donate PTO to a regular full-time employee should complete the form below and submit to Human Resources. Donated PTO will be placed in the recipient's sick leave balance on an as needed basis.

I, _____ would like to donate _____ hours of my
accrued, unused PTO to _____.
Employee Name Receiving Donated PTO

Donating Employee Name Printed

Date

Donating Employee Signature

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Director of Human Resources

Date