



Ketchikan Gateway Borough

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OFFICE OF THE BOROUGH MANAGER

To: **Finance Department - Payroll**

From: _____
Your Name

Subject: **Donate PTO Hours**

KGB Code, Personnel Policies, Article 30.60.016(k) and the I.B.E.W. contract, Article 8, Section 8.5 state:

“Employees may, at their sole discretion, volunteer to transfer PTO to another borough employee. All transfers of such time must be in writing, signed by the employee wishing to make the transfer, and presented to the Finance Department. All transferred hours will be computed as a cash value transfer in such a way as to be revenue neutral to the borough.”

Donations are strictly voluntary and at each employee’s sole discretion, and once donated cannot be revoked. The transfer is in full and is not considered a loan or subject to repayment, replenishment or reimbursement. An employee may not solicit or receive compensation for donated leave.

Since the APEA, IBU, and MM&P Collective Bargaining Agreements contain no language addressing donation of PTO, management will permit employees covered by any of these agreements to donate PTO, but receipt of an employee benefit in the form of donated PTO will be addressed on a case-by-case basis.

Employees who donate PTO will not be allowed to receive donated PTO from any employee for any reason for one year from the date of their most recent PTO donation without the express written approval of the Borough Manager.

An employee may not donate PTO if it reduces their balance below 40 PTO hours.

I hereby authorize the transfer of _____ of my PTO hours to:
(No. Of Hours)

Name of Employee To Receive PTO Transfer

Your Signature

Date

Manager/HR

Date