

BOSTON COLLEGE	LISTSERV SUMMARY:
New England Work & Family	VACATION DONATION PROGRAM
A S S O C I A T I O N	August 2011

Question: Please take a moment to respond to the following questions from our member Draper Labs.

1. Does your organization have a program for employees to donate their unused vacation time to assist other employees in need (on unpaid FMLA or other reasons)? If yes, please briefly outline the parameters of the program.
2. If you have considered such a program, but did not implement it, please explain.

Allen Hymovitz, Draper Laboratories, 8/26/11

COMPANY & CONTACT NAME	COMMENTS
BCBS-MA Teresa Ireton	Blue Cross and Blue Shield of MA does not have a vacation donation program.
Fidelity Cindy Silva	<ol style="list-style-type: none"> 1. No 2. No
Johnson & Johnson Kathy Irvine	Unfortunately, J&J does not have a vacation donation program in place.
Pitney Bowes Kim Tuffarelli	<ol style="list-style-type: none"> 1. We do not have a program like that; however we do have a policy in which employees may donate their accrued unused vacation time for specific reasons (like floods, fire, etc.). The policy is actually called "Vacation/Choice Time Donation". 2. We have not considered, at this junction the kind of program, you are thinking of implementing. <p>I have attached two documents. Our policy and a simple form filled out by the giving employee, their manager, & a Human Resources Generalist.</p>
Raytheon Barry Collamore	We have considered this at Raytheon and decided that the best approach would be to not allow employees to donate their PTO to other employees, but rather to empower the HR VP of each business (we have 6 businesses at Raytheon) to be able to grant extra PTO in the case of unusual circumstances - and this really isn't defined further to allow latitude to the HR VPs. The concern had been that if employees were allowed to donate directly to other employees, it could create some concerning employee relations issues as some "popular" or well-liked employees may receive lots of donations, and some others might not receive any.

Attachment 1: Pitney Bowes Vacation Donation Policy

Donation Vacation Policy Revised January 1, 2007	<p>Employees may donate their accrued/unused vacation time to another employee in cases of family emergency or personal crisis.</p>
	<p>Overview</p> <p>The donation vacation policy allows an employee to donate their unused time off to a co-worker who is dealing with a very difficult situation for which they may need additional paid time off. This policy is strictly voluntary.</p>
Eligible Donation Time includes:	<p>Eligibility</p> <p>Employees who are full-time and part-time regular employees may donate and/or receive accrued unused vacation days or choice time in some situations.</p>
❖ Vacation Time	
❖ Choice Time	<p>Guidelines</p> <p>The guidelines for donation vacation policy and administration include:</p> <ul style="list-style-type: none"> ◆ Family Health Related Emergency ◆ Personal Crisis ◆ Donation time minimum and maximum ◆ Process ◆ Approval
	<p>Family Health Related Emergency</p> <p><i>Family Health Emergency refers to a family member who has had a critical or catastrophic illness or injury. Family member includes: spouse, child, parent, step-parent, parent-in-law, grandparent and sibling.</i></p>
	<p>Personal Crisis</p> <p>A personal crisis of a severe nature that directly impacts the employee. This may include natural disaster impacting the employee's residence due to fire, flood or severe storm.</p>
	<p>Donation Time (minimum and maximum)</p> <p>Each employee who donates time from their unused balance must adhere to the following requirements:</p> <ul style="list-style-type: none"> ◆ Donation Minimum Per Person – 4 hours ◆ Donation Maximum Per Person – 3 days (24 hours) ◆ An employee is not permitted to donate more than 3 days (24 hours) ◆ More than one employee can donate time ◆ The recipient cannot receive more than 15 donated days (120 hours) per calendar year.

	<p>Process Employees who wish to donate time must complete a “Donation of Vacation Time” form. The form should be submitted to the donating employee’s supervisor for approval and then forwarded to the receiving employee’s supervisor for approval. This should be done to ensure there is enough time in the donating employee’s accrued vacation time bank. After approval by both managers, the form is to be faxed to payroll for processing of the donated days and entered into SAP.</p> <p>Approval Both the donating and receiving employee’s supervisors must approve the request and submit to payroll for processing.</p> <p>If the recipient has available vacation time in their balance, this time will be used prior to any donated vacation time.</p>
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Attachment 2: Pitney Bowes Vacation Donation Form**DONATION OF VACATION TIME FORM**

DATE: _____

I, _____ (your name), would like to donate _____ vacation hours to _____ (Employee/Recipient’s Name) and _____ (Employee/Recipient’s ID #).

Donating Employee Signature: _____

Donating Employee ID #: _____

Donating Manager’s Signature: _____

Receiving Manager’s Signature: _____

Human Resource Signature: _____