



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. In order for an employee to be eligible to donate leave, they must have a total of at least 240 hours of combined PTO and Sick hours.*

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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 Qualifies to donate PTO.

Does not qualify. Reason: _____

Director of Human Resources

Date