

## PTO Donation Request

Team members wishing to donate paid time off (PTO) to another team member do so on a strictly voluntary basis in 4-hour increments. Additionally, donating team members must:

- Have worked at the Community for at least one (1) year;
- Be in a full- or part-time position; and
- Have a remaining PTO balance of 24 hours after PTO donation.

The donating team member must obtain their supervisor's signature and submit the completed form to the community's business office manager (BOM) or email it to the Human Resources department (HR) at [HR@npseiorliving.com](mailto:HR@npseiorliving.com). Team members' current PTO balances can be found in any of the following locations:

- UltiPro Mobile Application > Time Off
- UltiPro Website > Menu > Myself > Current Pay Statement
- UltiPro Website > Menu > Myself > Time Off

Donating Team Member (first and last name): \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Community: \_\_\_\_\_

Recipient Team Member (first and last name): \_\_\_\_\_

<b>A.</b> Enter current PTO Balance:	A. _____
<b>B.</b> Subtract 24 from current PTO balance from <b>line A</b> :	B. _____
<b>C.</b> Amount of PTO donation requested:	C. _____

This must be at least four (4) hours to be eligible for donation, and **there must be a sufficient PTO balance to cover any already approved, upcoming PTO requests.**

I understand that this PTO donation is voluntary and cannot be revoked. I further understand I am responsible for obtaining my supervisor's signature for submission to my community's BOM or the HR department.

\_\_\_\_\_  
Team Member Signature Date

\_\_\_\_\_  
Supervisor Signature Date

**HR USE ONLY:**     Conditions Verified     UltiPro Balance Adjusted     Date Adjusted: \_\_\_\_\_