

Avera Administrative Policy

<b>Policy Title:</b> Paid Time Off Foundation Donation	<b>Policy Number:</b> 763
<b>Policy Sponsor:</b> Kim Jensen	<b>Policy Category:</b> Human Resources
<b>Effective Date:</b> February 14, 2014	<b>Approval Signature/Title:</b> Kim Jensen, Chief Human Resources Officer
<b>Approval Date:</b> February 18, 2014	
<b>Revision Date:</b> May 23, 2022	

**PURPOSE:**

To provide Avera employees with an option to donate Paid Time Off (PTO) to the Avera Foundation (“PTO Avera Foundation Donation”).

**POLICY STATEMENT:**

This policy establishes a process for employees to use PTO to donate to the Avera Foundation and places requirements and limits on the donation to ensure compliance with IRS requirements.

**POLICY SCOPE:**

This Policy applies to all owned and leased Avera entities.

**DEFINITIONS:**

None.

**POLICY IMPLEMENTATION:**

1. The PTO Avera Foundation Donation request must be a minimum of one (1) hour and it is recommended that the employee retains a PTO balance of at least forty (40) hours after the request has been processed.
2. Requests to donate PTO to the Avera Foundation may be made every pay period via electronic election by accessing [www.Avera.org/Give](http://www.Avera.org/Give). Payroll will process PTO Avera Foundation Donations on the next regular pay cycle.
3. Once PTO time is donated to the Avera Foundation, it cannot be reclaimed.
4. The donation of PTO hours is taxable under IRS rules. Avera will report the PTO Avera Foundation Donation as taxable wages on the employee’s paycheck in order to withhold the appropriate taxes. Avera encourages employees to consult with tax professionals if there are questions regarding the tax treatment of PTO Avera Foundation Donations.

**Exceptions:**

None.

**Attachments:**

None.

<b>Review Frequency:</b>	36 months
<b>Review Completion Dates/Name of Reviewer:</b>	May 23, 2022/HR
<b>References:</b>	
<b>Legal/Compliance Review:</b>	May 23, 2022/Legal

*This policy was developed as a guide and is not intended to define any employment standard and does not suggest or provide contractual rights of employment. Unless otherwise prevented by law, Avera leaders may deviate from this guide to respond to individualized circumstances.*