



CATOOSA COUNTY GOVERNMENT

PTO DONATION FORM

Number of PTO hours to donate: _____

Name of Employee **receiving** PTO hours: _____

Name of Employee **donating** PTO hours: _____

Donor Signature: _____ Date: _____

Human Resources Approval:

Signature: _____ Date: _____

Donation Policy:

1104 (h) Donation of PTO

An employee may receive PTO donated by fellow employees in cases where extended illness or injury exceeds the maximum allowable accumulation. The employee donating time can only donate up to forty (40) hours of their accrued PTO once a year. An employee can receive a maximum of four (4) weeks of donated PTO time per year. The donation form can be picked up and turned back in at the Human Resources Office.