



In alliance with  
The University of Vermont

# CTO Donation Program

## Hours Transfer Form

To donate time to an employee who has been approved for CTO donation, please complete this form and submit via interoffice mail or fax to **Compensation & Benefits**. To be eligible for donations, the recipient can have no more than one pay period's worth of CTO in his/her CTO bank.

To nominate an employee to receive donations, please refer to the *CTO Donation Program: Nomination Form*. An employee may be eligible for CTO donation if he/she or a family member is experiencing an unexpected medical emergency as defined under the criteria for the Family and Medical Leave Act (FMLA).

I hereby authorize the donation of \_\_\_\_\_ hours (in whole increments only) from my  
Combined Time Off bank (CTO) to  
(one employee name per form):

**Recipient Employee's Name**  
***Please type or print*** ►

\_\_\_\_\_

This donation is not tax deductible.

In the pay period this form is received by Compensation & Benefits, your CTO bank will be reduced by the amount donated to the above-named employee. The donated hours cannot be used by the recipient until the following pay period after it has been received. Donor's CTO bank must have a balance of at least 40 hours after the transfer of the hours to the recipient. Extended Sick Bank (ESB) hours are not permitted to be used in the donation program.

***Donating Employee's Name***  
***(please type or print)*** ►

\_\_\_\_\_

***Donating Employee's Identification Number*** ►

\_\_\_\_\_

***Donating Employee's Signature*** ►

\_\_\_\_\_

***Date*** ►

\_\_\_\_\_

**DEADLINE DATE: NO LATER THAN THE LAST THURSDAY OF THE PAY PERIOD**

Please submit completed form via interoffice mail to:

**Compensation and Benefits Department, UHC, Old Hall, 5<sup>th</sup> Floor**

**Fax to: 802-847-2893**

**Retain a copy of this form for your records.**

**FOR HRD USE ONLY**

**ACTION DATE:** \_\_\_\_\_ **PAY PERIOD ENDING:** \_\_\_\_\_ **At least 40 hours remaining in donor's bank.**

