



PTO Transfer & Donation Request

This form is designated to request a Transfer PTO hour to a co-worker & the ability to Donate PTO hours to Northwest Kidney Center as a Charitable Contribution.

PTO Transfer Hours to a Co-worker:

I, _____ (employee name, please print), request to transfer _____ hours of PTO to _____ (designate name of employee receiving PTO hours).

I understand that the transfer of up to 100 PTO hours in increments of not less than 5 hours and 40 hours remaining in my PTO Balance. I also understand this is confidential and should not be discussed with anyone at NKC. I also understand that the number of PTO hours transferred to an NKC employee may be more or less than the PTO hours I requested to be transferred, based on our comparative rates of pay. I attest that this request to transfer PTO hours to a co-worker is for a bona fide medical emergency.

PTO Donation to Northwest Kidney Center – Charitable Contribution:

I, _____ (employee name, please print), wish to transfer _____ hours of PTO to Northwest Kidney Centers. I understand that the transfer of up to 100 PTO hours to Northwest Kidney Centers is confidential and should not be discussed with anyone at NKC. I have identified my fund designation below:

Where the need is greatest

Employee Helping Hand fund

Charity care/uncompensated dialysis

Employee scholarship fund

Patient care/general patient service

Employee Signature: _____

Date: _____

Manager Approval: _____

Date: _____

Payroll Approval: _____

Date: _____

SEND COMPLETED FORM TO payroll@nwkidney.org

PAYROLL USE ONLY

PTO hours transferred _____ x Rate of pay _____ = Cash value _____

Cash value _____ / Rate of pay _____ = PTO hours received _____