



JCS-Inc. Administrative
Regulations

8003.2 Charitable Sick Bank - Donation of Vacation Time Administrative Regulations

Effective Date: September 8, 2017

Procedure:

Employees who would like to request to receive donated time are required to complete a [Charitable Sick Bank Request Form](#).

Employees who wish to donate vacation time to the Charitable Sick Bank must complete a [Charitable Sick Bank Donation Form](#).

All forms should be returned to Human Resources.

APPROVAL

Requests for donated time must be approved by the Human Resources Director and the Executive Director.

PAYMENT

Approved grants from the Charitable Sick Bank will be paid according to the normal payroll schedule, with all applicable withholdings, as funds are available in the Bank.

Original Procedure: 12/08/06

Revised Procedure: 09/08/17