



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