



Gift of Time

SJVCi recognizes that employees may have unforeseen circumstances resulting in a need for additional time off in excess of their available vacation time. To address this need, employees will be allowed to donate accrued vacation hours from their unused balance to their colleagues.

Donation Of Vacation Time

The donation of vacation time is strictly voluntary. Donated vacation time will be added to the eligible recipient's current balance. Donations may be between one (1) and forty (40) hours. Employees cannot borrow against future leave time to donate. Employees who are currently on an approved leave of absence cannot donate vacation time.

Donation Rules

1. The donor's accrued balance may not go below half their annual accrual.
2. Recipient's manager must approve of the donation.
3. A recipient can only receive a donation once per year.
4. The donation(s) cannot exceed the receiving employee's accrual cap.
5. Accrued sick time cannot be donated.

To donate time, you must complete a [Gift of Time Request Form](#).