

What is the Time Off Assistance Bank?

Our Time Off Assistance Bank is a repository of paid time off, vacation and annual leave days made available to employees of our organization who need more time off than they have available, often due to a medical situation or other hardship. Employees in need of time off can apply to our Time Off Assistance Bank; the amount of funds in the bank depends on donations from you, our employees.

Why should I consider donating time off to the bank?

Most of us will experience some personal hardship – such as illness or the death of a close family member – during our time here. Sometimes, we may not have enough time off available to cover the hours we need to be away from work. Making a bank of additional time off available to colleagues – and applying to it yourself, when needed – is one way of supporting each other through personal hardships and strengthening our employee community.

Also, it's important to remember that your vacation days accrue throughout the year, and you can carry them over from one year to the next; however, your total accrual of vacation days can't be more than 125% of your annual vacation days. Any time that you are about to accrue more than 125% of your vacation days, you have the option to donate some of that time to our Time Off Assistance Bank, rather than simply forfeit the time.

Note: only PTO, vacation or annual leave days can be donated to the bank. Employees are not able to donate holiday or personal days.

How can I check on how much time off I have?

Visit the Time Off pages of Inside CHI: click [here](#).

Is the time off in our Time Off Assistance Bank available to anyone across CHI?

No, the time off in our bank is only available to employees of our organization. Many other CHI organizations maintain their own Time Off banks for employees in their markets. The donations made to a MBO bank will stay within that specific MBO for assistance to fellow colleagues in need.

Can I donate time off hours specifically for use by a colleague I know is in need?

No, Internal Revenue Service (IRS) regulations prohibit designating donated hours for use by a specific employee. However, your colleague would be welcome and encouraged to make an application to the Time Off Assistance Bank.

Is this the same as making a PTO donation to the CHI Foundation or to our local Foundation?

No. Donations to our Time Off Assistance Bank are separate and different from donations of PTO made to the CHI Foundation or to our local Foundation. Donations to the Foundation in the form of PTO are cashed out and converted to a financial donation; donations to our Time Off Assistance Bank are maintained and awarded as a time off payout.

Another difference is that donations of PTO to the CHI Foundation or to our Foundation are reported as taxable income to you, though you may be able to deduct the amount from your income taxes as a donation. Donations to our own bank are tax-free.

How do I donate time off?

Follow these steps:

- Visit HR/Payroll Connection
- Search for “Time Off Donation to the MBO Bank” and select “Time Off Donation to the MBO Bank Policy”
- Select “Time Off Donation SMART form” on the right side of the screen under Donate or Apply for Assistance; a link to the form will appear (Note: If this form is not available, it means that your organization does not have a Time Off Assistance Bank)
- Complete and submit the online form, which will be processed by HR Operations
- Within three business days, you’ll receive a thank-you email with instructions for checking your pay statement to validate that your donation and subsequent time off balance are correct

How do I apply for time off assistance?

Follow these steps:

- Visit HR/Payroll Connection
- Search for “Time Off Donation to the MBO Bank” and select “Time Off Donation to the MBO Bank Policy”
- Select “Time Off Donation SMART form” on the right side of the screen under Donate or Apply for Assistance ; a link to the form will appear
- Complete and submit the online form, which will be processed by HR Operations (Note: If this form is not available, it means that your organization does not have a Time Off Assistance Bank)
- If there are sufficient hours in the Time Off Assistance Bank to cover the request, HR Operations will submit the request to the organization’s approval committee (if one exists)
- HR Operations will let the employee know if the request is approved or denied

Thank you for your interest in our Time Off Assistance Bank. For more information, visit the [Time Off](#) pages of Inside CHI, or talk with your manager or HR representative.