

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Donation of Paid Leave

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Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



Purpose:

To permit employees to donate a portion of their PTO for the benefit of an employee on an approved leave of absence due to a medical or other emergency that has exhausted all his/her paid leave.

DEFINITIONS:

Family Member

For purposes of this Policy includes an employee's spouse, parents of employee or spouse, employee's grandparents, and employee's children (including "step" relationships) who (i) reside with the employee (ii) who are considered as dependents of the employee for tax purposes.

Medical Emergency

A medical condition of an employee or Family Member which requires absence from duty for a prolonged period of time, resulting in a substantial loss of income (30 hours or more) to the employee because of the unavailability of paid leave.

Other Emergency

An emergency or disaster that significantly alters the well-being of the employee's life, home, quality of life, or other substantial events. This may include but not limited to loss of residence due to fire or flood.

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Eligibility:

To be eligible for consideration under this Policy, the employee recipient of donated leave must meet all the following conditions:

- He/she must have completed at least one year's employment with the Company, and
- He/she must be regularly scheduled to work at least 30 hours per week, and
- He/she must be on an approved leave of absence due to the Medical or other Emergency of the employee or a Family Member as described in this policy, and
- He/she must have exhausted all his/her own PTO.

Policy:

Any Company employee may donate up to a maximum of 24 hours of unused PTO in any 12 -month period for any employee who meets the eligibility criteria described in this policy.

Employees may not elect to donate PTO hours that they have not already accrued.

No employee may donate PTO hours to his/her immediate supervisor.

The maximum amount of donated PTO hours that any employee may receive in a 12-month period is 120 donated PTO hours will be treated as wages and income to the employee recipient and will be paid at the recipient's base rate of pay.

Donated hours shall be utilized on a one-time basis, as needed. In the event more hours have been donated to any employee on leave than he/she needs or if the leave recipient's employment is terminated for any reason, any remaining donated hours shall be returned immediately to all donors on a pro-rated basis utilizing the same ratio of each donor's hours to the total number of hours donated to the recipient. No employee shall have more hours returned than he/she donated.

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Procedure:

Subject to limitations in this policy, employees who wish to donate PTO hours to another employee may do so by completing a PTO Donation Form indicating the name of the individual that he/she wishes to receive the PTO donation and the number of PTO hours to be donated.

Leave donations require the approval of the Chief Executive Officer and the Human Resources Director.