



# PTO Donation Acceptance/Declination

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While you are out on Leave, you are entitled to receive PTO donations. SGMC Human Resources requires your written consent to accept any donations made on your behalf. Please select your preference below.

I, \_\_\_\_\_, will accept PTO donations made on my behalf while I am out on Leave.

I, \_\_\_\_\_, will not accept PTO donations made on my behalf while I am out on Leave.

By signing this agreement you agree to abide by the guidelines listed in PPP07. If you would like a copy of the policy or have any questions, you may refer to the HUB or call Christin Coburn, HR Benefits Assistant at 229-259-4714. Please note that any hours donated will be handled on your behalf by SGMC Human Resources.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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**FOR INTERNAL USE ONLY**

Authorized Dates of Leave: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employee's Mailing Address: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_