COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

**Policy on Donated Vacation Time**

Employees of the Minnesota House of Representatives may donate up to forty (40) hours of accrued vacation or compensatory time per year to benefit another House employee. Employees donating vacation time must notify the House Director of Human Resources of the amount of time donated and the name of the House employee to whom the donation is made.

To be eligible for the receipt of donated time, an employee must have been unable to work for at least six (6) consecutive weeks due to a serious illness (as shown by a written statement from a medical practitioner) or to a serious illness or disability of the employee’s spouse or dependent. The benefited employee must first exhaust the employee’s vacation and sick leave balances before using donated time. An employee may not receive more than a total of 1044 donated hours in a calendar year.

Date adopted:

Signed:

RYAN WINKLER, CHAIR