

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
3 **Policy on Donated Vacation Time**

4
5 Employees of the Minnesota House of Representatives may donate up to forty (40) hours
6 of accrued vacation, compensatory time or non-exempt overtime per year to benefit another
7 House employee. Employees donating time must notify the House Director of Human Resources
8 of the amount of time donated and the name of the House employee to whom the donation is
9 made.

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

Date adopted: _____ 1/6/21 _____

Signed: _____
RYAN WINKLER, CHAIR