

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Policy on Donated Time**
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5 Employees of the Minnesota House of Representatives may donate up to forty (40) hours
6 of accrued vacation or compensatory time per year to benefit another House employee. The
7 House Director of Human Resources shall administer this policy. Employees donating time must
8 notify the House Director of Human Resources of the amount of time being donated and the
9 name of the House employee to whom the donation is being 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 or disability of the employee
12 or the employee's spouse or dependent (as shown by a written statement from a medical
13 practitioner). The benefited employee must first exhaust the employee's vacation and sick leave
14 balances before using donated time. An employee may not receive or use more than a total of
15 1044 donated hours in a calendar year.

Date adopted: _____

Signed: _____

HARRY NISKA, CHAIR