

# Gift Vacation

## Gift Vacation Days Policy

Gift Vacation Days Policy is a voluntary program designed to assist eligible team members who have a serious illness or injury or who are needed to care for a family member with a serious illness or injury. Team members can help fellow team members by donating current vacation fiscal year unused paid vacation time. Donations can only be made if the donor and recipient are in the same workgroup or CBA.

## Eligibility

Team members are eligible to receive donated vacation for their own serious illness or injury if:

- All sick and vacation balances are exhausted; and
- The team member is on a certified FMLA, or a medical or injury leave of absence.

Team members are also eligible to receive donated vacation to care for an eligible family member if:

- The team member's vacation bank is exhausted; and
- The team member is on a certified FMLA to care for an eligible family member.

An eligible family member is defined as a parent, spouse, dependent partner (DP) or child (an employee's natural, step, adopted or foster child, legal ward, or any child to whom the employee stand in loco-parentis).

## Gift Donation Information

- Sick time of any variety is not eligible for donation.
- The donated vacation is paid at the recipient's current rate of pay, not the donor's rate of pay.
- Gift vacation days are paid in a lump sum.
- Gift vacation days are donated in days and paid to the FA at the applicable daily rate, in accordance with the CBA.
- Only vacation days in the current vacation fiscal year are eligible for donation.

## Gift Vacation Instructions

A "Gift Vacation Days Donation" form is available on Jetnet and will need to be completed by each FA wishing to donate or receive vacation. The completed form should be forwarded to the Team Member Service Center (TMSC). Once the form has been completed, a team member may not reverse the decision.