



---

## PDO Bank Policy

---

### **PURPOSE**

This policy is for Coalition staff who wish to elect to become a member of the Coalition PDO Bank by contributing earned PDO, for sharing with other Coalition staff who have exhausted their PDO and who are ill or experiencing another personal challenge requiring unpaid absence.

The following rules shall be followed by the PDO Bank, administered by the Executive Director.

1. Only staff that have exhausted their earned PDO, personal days and any source of personal income continuation and are seriously ill and/or experiencing another type of catastrophic personal challenge requiring unpaid absence, may request PDO Bank time, unless an exception is authorized at the discretion of the Executive Director.
2. Only permanent, non-probationary Coalition staff may contribute earned PDO.
3. Only staff members who have PDO hours in excess of thirty-five (35) hours may contribute to the PDO Bank.
4. Contributed PDO may not be withdrawn except in accordance with this policy.
5. PDO Bank contributions/awards shall be confidentially maintained.
6. The Executive Director may request substantiating documentation of the request.
7. PDO Bank contributions shall be solicited/recorded on an ongoing basis.
8. Requests for distributions from the PDO Bank shall be determined by the Executive Director. An appeal may be made to the Personnel Committee of the Board of Directors whose decision shall be final.
9. In all respects, the action of the Personnel Committee of the Board of Directors is final.

Approved by the Personnel Committee of the Board of Directors: March 28, 2012

Approved by the Board of Directors: May 24, 2012