



Donate your 2023 PTO or Vacation Hours

Thank you for considering a donation of PTO or Vacation hours. This is a popular way to support the programs of Hennepin Healthcare during our employee giving campaign. Please read carefully as this option comes with specific rules. To donate, complete the printed form available on our website. This donation method is one of several ways to donate and can be combined with payroll deduction or contributions by check or credit card.

Eligible Employees

- Hennepin Healthcare union and non-union employees paid through Hennepin Healthcare payroll.
- Includes full-time and part-time employees who have current PTO/Vacation hours at time of donation in October 2023 as well as when the hours are processed in February of 2024.

Non-Eligible Employees

- Hennepin Healthcare staff with no available PTO/Vacation hours as of Oct. 21, 2023.
- Employees under the "Use It or Lose It" rule.
- HHRI employees paid through HHRI payroll.
- Medical Residents.

Process

- This is a one-time, lump sum donation of PTO/Vacation hours. It cannot be distributed throughout the year like payroll deduction. Donations are accepted in one-hour increments.
- **PTO donations can only be designated to charitable funds held at Hennepin Healthcare Foundation.**
- The donation value of your PTO/Vacation will be calculated per donor by Hennepin Healthcare's Payroll department. Taxes will be taken out of the total value with the remaining revenue donated to Hennepin Healthcare Foundation and the named fund of your choice.
- Payroll will process your 2023 pledge of PTO/Vacation in 2024. You will notice an "off cycle" check in your PeopleSoft Employee Self-Service paycheck list in February 2024, providing the final value of your donation after taxes. **Payments will be included as income on your 2024 W2 form.**
- Once processed by Payroll, the Hennepin Healthcare Foundation will mail you a document indicating the final donation value and designation of your gift for your use in tax filing.
- This donation method is one of several ways to donate and can be combined with payroll deduction or contributions by check or credit card.

For assistance, please contact foundation@hcmcd.org.