

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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3 **Policy on Donated Vacation 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.

7 Employees donating vacation time must notify the House Director of Human Resources of the  
8 amount of time donated and the name of the House employee to whom the donation is made.

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

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

JOYCE PEPPIN, CHAIR