



**Mennonite Village  
PTO Donation Form**

Date \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(Please print)

I would like to donate \_\_\_\_\_ hours of my accrued PTO to:

- Employee Name: \_\_\_\_\_.
- Paid Time Off Bank

I  give /  do not give Human Resources authorization to provide my name to the above recipient should they ask for donor name.

\_\_\_\_\_  
Signature