

## **Making a contribution to the Foundation of ETO**

### **ETO Donation - Eligibility Requirements**

1. Employed for at least 90 Days.
2. Only accrued and available ETO may be donated.
3. A minimum balance of 2 weeks/80 hours (based upon scheduled hours) of ETO must be maintained in account balance after the donation is made.
4. An employee can only make an ETO donation two times annually.
5. Human Resources will verify and approve all eligibility requirements are met.

### **ETO Donation - Guidelines**

1. ETO Donations are non-reversible.
2. ETO donations must be made in 8 Hour ETO increments
3. Upon completion of the ETO Donation form, the employee will send to the Foundation for approval and processing.
4. The gross amount of the ETO donation will be considered income to the donor/employee and will be included on their annual W-2.
5. Payroll will forward the check (stub) to the donor/employee (net amount) for their records.
6. The Foundation will send an acknowledgement letter to the donor once the check is received from Payroll.