

VACATION SALE FOR MEDICAL EMERGENCY

This document explains who can sell/transfer vacation for a medical emergency and how the process works. Questions regarding vacation sales and transfers due to a medical emergency should be directed to the PGELeaveTeam@pge.com or your HR contact.

WHAT VACATION MAY BE SOLD FOR A MEDICAL EMERGENCY?

- WHO MAY SELL VACATION FOR A MEDICAL EMERGENCY? AND WHO CAN DONATE?
- HOW CAN VACATION BE DONATED TO ANOTHER EMPLOYEE?
- HOW DOES THE PROCESS WORK?
- SPOUSAL CONSENT

WHAT VACATION MAY BE SOLD FOR A MEDICAL EMERGENCY?

Only vacation hours that have been awarded and are available may be sold. In addition, service anniversary and bonus vacation may be sold if the seller **has worked during the current year** (per union contract). Current year floating and other holidays may not be sold for a medical emergency or to cover overpayments.

What qualifies as a medical emergency?

- Advanced or terminal illness
- Serious or catastrophic events

WHO MAY SELL VACATION FOR A MEDICAL EMERGENCY AND WHO CAN DONATE?

Utility Management, Administrative, Technical, Security, and PG&E Corp employees may do the following:

1. Sell a minimum of 8 hours, maximum of 40 hours per year of vacation to alleviate their financial hardship resulting from a medical emergency,
2. Transfer the proceeds from sold vacation time, net after taxes, to another PG&E employee experiencing a medical emergency, or
3. Donate the proceeds from sold vacation time to disaster relief or other efforts supported and approved by the Utility and PG&E Corp.

Requests to set-up a vacation sale must be approved by the benefitting employee's Supervisor.

Bargaining Unit (BU) employees who are on regular payroll may sell vacation by a local letter of agreement to alleviate their own financial hardship resulting from a medical emergency. They may also transfer the proceeds to another PG&E employee experiencing a medical emergency.

Per Letter Agreement 95-105-PGE, bargaining unit employees who are on Worker's Compensation or medical leave of absence **and** have elected to go into outside rehabilitation or Long-Term Disability, may sell vacation to alleviate their own financial hardship. This is the only case not requiring a local letter of agreement. **Note: VP approval no longer necessary as of September, 2012**

HOW CAN VACATION BE DONATED TO ANOTHER EMPLOYEE?

First, contact your **HR contact** when employees want to sell vacation due to a medical emergency. Next, identify a vacation coordinator who will work with Payroll.

The **vacation coordinator** is the person who Payroll works with as needed. Typically, Payroll will send the recipient check and a list of donors. After confirming the donor list is complete, the vacation coordinator will give the recipient the check and donor list.

The **donor** will not receive a check but will receive a letter of explanation and a receipt showing the gross amount of their vacation donation and taxes. The net amount of the check will be transferred to the recipient.

The **recipient** will receive a single check payable to him/her for the combined amount of all the vacation donations and a list of the donors.

HOW DOES THE PROCESS WORK?

The Vacation Coordinator will:

1. Verify the requests and obtain supervisor approval
2. Attach one of the following to the requests (if BU employees)
 - o Local letter of agreement
 - o Copy of Letter Agreement 95-105-PGE (BU employees going on Long-Term Disability)
3. Email to PGLeaveTeam@pge.com should include the following info:
 - o Campaign Name (Benefitting Employee)
 - o Reason for the vacation sale request
 - o Begin and end dates for sale period
 - o Address to where the check should be sent to
4. PGE Leave Team will review and forward the request to Payroll to set up the Campaign in the vacation sale portal.
5. Once the portal is set up, each donor must complete the online Vacation Sales Form via **PGE@Work For Me > About Me > My Time > My Vacation Sale** and donate the hours.

SPOUSAL CONSENT:

Per a legal department ruling, Spousal consent is no longer required to process the emergency vacation sale.