

## CMA's Gift of Time Policy

The Gift of Time policy provides associates the opportunity to assist another associate who is facing a personal situation, serious illness or injury, or is caring for an immediate family member who has a serious illness or injury. Under this policy, multiple associates can donate a maximum of four weeks of accrued PTO to an employee when the receiving employee is not otherwise covered by other existing time off benefits.

This benefit may not be used when the receiving employee:

- Is experiencing a normal pregnancy or common illness (cold, non-severe COVID, minor surgery or injury, etc.)
- Has an illness or injury otherwise covered by another benefit.

This benefit may be used when the receiving employee:

- Has a serious illness or injury that poses a threat to life and/or requires inpatient, hospice, or residential healthcare for which the employee must take time off.
- Is providing care for an immediate family member (parent, spouse/domestic partner, child, stepchild, etc.) who has a serious illness or injury that poses a threat to life and/or requires inpatient, hospice, or residential healthcare for which the employee must take time off.

The receiving employee is not eligible to receive other benefits.

A donating employee can donate a minimum of four hours and a maximum of 40 hours to an employee in a rolling 12-month period. Donations must be made in four-hour increments. Only previously accrued PTO may be donated. Donations must be made in the form of paid time off from work and cannot be "cashed Out" for the equivalent dollar value for the time off.

Donations will not be reversed. By signing and submitting the Donation Form, associates are approving the payroll group to remove the time from their PTO Balance. The receiving employee can receive a maximum of four weeks of donated time off in a rolling 12-month period. The number of weeks allowed is based on the length of time the employee needs to be off work.

The number of hours paid per week (up to a maximum of 40) will be based on the average number of hours the receiving employee worked per week for the last 12 weeks that the employee has worked preceding the initiation of the donation request process. This calculation is primarily for part-time employees whose standard work week may be less than 40 hours.

Donated paid time off may be received from multiple donors. There is no guarantee the full request will be filled as the hours received are directly based on the number of hours donated.

Donations are received on a first come, first give basis. Donations will be denied when the receiving employee reaches their maximum donation amount. Donated PTO will be transferred on an hour-to-hour basis. Time off donations may cross all departmental boundaries within CMA. Donated time off cannot be used retroactively for pay periods prior to receiving the donation.

### Donation Process

The donation process is as follows:

1. The process is initiated by submission of the Donation Request form by the requesting employee, the manager or the Director of People.

2. HR will review the form and communicate next steps to the employee and manager.
3. The need for donations can be communicated by the manager and/or HR with the receiving employee's approval. If the receiving employee does not approve a formal communication, then potential donors can be contacted directly to donate. These two options are in place to protect the privacy of the employee.
4. Donating employees will complete the Gift of Time Donation Form, found on [www.CMAPeople.com](http://www.CMAPeople.com). A Request Form must be approved before a Donation Form will be accepted for an employee.

Gift of Time donations will appear in the standard paid time off category on the receiving employee's paystub in Paylocity as soon as administratively feasible.

The donated time must be used for the purpose for which it was requested. The People Team will submit the PTO to be used as soon as it is received; such that the employee can receive the benefits immediately. If the employee's need for time off is in the future or intermittent, the People Team will work with the employee to ensure the time is submitted appropriately.

#### Leaving the Company

If leaving the company, the receiving employees may be paid for unused donated PTO if they leave CMA before the time is exhausted. PTO benefits will not be paid during any resignation period to extend the employee's resignation period or time of service with the Company. A determination of eligibility to be paid out the unused donated PTO will be reviewed on a case-by-case basis.