

How to request to donate leave: This job aid outlines how an employee can request to donate leave to the Leave Transfer Pool or to another employee. **Navigation:** Employee Self Service > Time and Absence > Leave Transfer **Processing Steps Screenshots Step 1:** On the Employee Self Service SOUTH CAROLINA 🏫 Q 🏲 🗄 Employee Self Service \bigcirc landing page, click the Time and Time and Absence Payroll Personal Details Talent Profile Absence tile. • (\$) • Last Pay Date 04/30/2021 **USC** Profile **Benefit Details**



Step 2: Click the Leave Transfer tile to donate leave to a leave pool or a	C Employee Self Service		Select a Job Empl Rec: 0 Dept Id :	ime	٧	🏫 Q 🏲 : 🞯
specific employee.		Enter Time 06/01/21 - 06/15/21 • Reported 2.00 • Scheduled 82.50	Comp/Holiday Comp Time 7.50 Balance Hours	Request Absence	Absence Balances	
		Time Summary 06/01/21 - 06/15/21 2.00 Hours	Exceptions	View Requests	Cancel Absences	
		Payable Time Last Pay Period 05/16/21 Total Hours 22.5 Hou Estimated Gross 606.8509	- 05/31/21 rs 65	Extended Absence Request	Leave Transfer	



Request to Donate Leave page. Step 4: Be sure to take the time to read the top of the Request to Donate Leave page for important information regarding the number of days that can be donated and the number of days that can be donated and the number of days that can be donated and the number of days that can be donated and the number of days that can be donated and the number of days that can be donated and the number of days that must be maintained in your sick leave page number of adays that must be maintained in your sick leave page number of adays that must be maintained in your sick leave page number of adays that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be maintained in your sick leave page number of days that must be defined the must must day days days days days days days days	Request to Donate Leave page. Step 4: Be sure to take the time to tore to take the time to tore to take the tore of the Request to Donate Leave page for important information regarding the number of days that can be donated and the number of days that must be maintained in your sick leave balance. Step 5: To begin, click the Program Name drop-down list and select the appropriate program. Request to Donate Leave is the tore of the Request to Donate Leave is the tore of the tore	Step 5: To begin, click the Program Name drop-down list and select the appropriate program.	Nonate Leave Pequest to Donate Leave Insted Leave sfer History This form may be used to donate Annual Leave or Sick Leave to the appropriate leave pools (Annual Leave Pool/Sick Leave Pool). 1. Year-End donations to the leave pool must be made prior to the established deadline. In December each calendar year. 2. You must maintain at least 15 days of sick leave to the appropriate leave pools (Annual Leave Pool/Sick Leave Pool). 3. Year-End donations to the leave pool must be made prior to the established deadline. In December each calendar year. 3. You must maintain at least 15 days of sick leave in you reave balance. Calculation. Average hours worked per day X 15 (days) = Conversion 4. After your leave donation is transferred, it will not be returned or restored to you. 9. You must maintain east 15 days of sick leave in your leave balance. Calculation. Average hours worked per day X 15 (days) = Conversion • Jou the appropriate Society at the criteria stated above and the recipient must be eligible to receive the leave. To review the eligibility criteria, please refer to the Leave Transfer Policy. • Donation Program • "Program Name • Select Program • Aunual Leave Pool • Sick Leave Pool • Sick Leave Pool • Sick Leave Pool • Sick Leave Pool
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Step 9: Click the **Name** field and begin by typing the employee's last name. A list of potential employees will appear, so click to select the person you are donating to.

Use the **Add Donation** to add another donation line where you can add a second request.

Step 10: Click in the **Comments** field and enter additional information. These comments are routed to the Absence Management Leave Administrator located in the HR central office.

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Step 12: Click OK to return to the Request to Donate Leave page.	Request to Donate Leave Receive Donated Leave Leave Transfer History	Submit Confirmation	L		Saving Page		×
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You successfully learned how to request to donate leave to a pool or another employee.		Leave Administrator Absence Management - Leave Leave Administrator Pending Multiple Approvers Absence Management Leave Admin	Donations:Pending				