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.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Time and Absence</strong> tile.</td>
<td><img src="image" alt="Employee Self Service Screenshot" /></td>
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Step 2: Click the **Leave Transfer** tile to donate leave to a leave pool or a specific employee.
Step 3: The page will default to the 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 must be maintained in your sick leave balance.

Step 5: To begin, click the Program Name drop-down list and select the appropriate program.
Step 6: Click the Select Entitlement drop-down arrow and select the entitlement to match the program. For example, this is a request to donate sick leave to an employee, so you select sick leave as the entitlement.
Step 7: Click in the **Hours to Donate** field and enter the number of hours you would like to donate. You will receive an error when the:
- Donation is more than half of your Year-To-Date accrued balance of annual and/or sick leave.
- Request exceeds the 15 days of sick leave balance that must be maintained.

The hours to donate will need to be adjusted before you can complete/submit the donation.

Step 8: Click the **Recipient Type** drop-down box and select **Employee** if donating to someone specific. If you are donating to a leave pool, this field will not be open for entry.
**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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Request to Donate Leave

Step 11: Click in the Acknowledgement and Agreement box to confirm you read and comply with the given statements.

Step 10: Click the Submit button to submit the request for approval.

Step 11: Click Yes to submit the request.
Step 12: Click OK to return to the Request to Donate Leave page.

The request has been submitted and is now waiting to be approved by the Absence Management Leave Administrator located in the HR central office.

You successfully learned how to request to donate leave to a pool or another employee.