How to request to receive donated leave:
This job aid outlines how an employee can request to receive donated leave.

**Navigation:** Employee Self Service > Time and Absence > Leave Transfer

**Processing Steps** | **Screenshots**
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**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.
Step 2: Click the **Leave Transfer** tile to request to receive donated leave from a leave pool.
Step 3: Click the **Receive Donated Leave** tab.

Step 4: Be sure to take the time to read the top of the Request to Receive Donated Leave page for important information regarding the criteria for eligibility and what is required for approval.
Step 5: To begin, click the **Program Name** drop-down list and select the appropriate program.

Step 6: Click in the **Start and End Date** fields and enter the dates for the leave request.

Step 7: Click in the **Hours Requested** field and enter the hours required for the leave request.
Step 8: Select a reason for requesting to receive donated leave.

Step 9: 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.

Step 10: Click the Add Attachment button to provide supporting medical documentation that specifies the dates of your absence.
Step 11: Click the **Choose File** button.

Step 12: Select the document and click the **Open** button.
Step 13: Click the **Upload** button.

Notice the document is attached.

**Step 14**: Click in the **Acknowledgement and Agreement** box to confirm you read and comply with the given statements.

**Step 15**: Click the **Submit** button to submit the request for approval.
Step 16: Click **Yes** to submit the request.

Step 17: 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 receive donated leave from a leave pool.