PROCEDURE

Effective Date: September 22, 2011
Authority: POL-U5410.06
Approved By: Vice President Van Den Hul

Requesting and Donating Shared Leave

Cancels:

See Also: FRM-U5410.06A Shared Leave Donation Form
PRO-U5410.06A Requesting and Donating Shared Leave
Shared Leave Informational Website

PRO-U5410.06B DONATING SHARED LEAVE

Action by: Action:

Donating Employee

1. Reads POL-U5410.06 Requesting and Donating Shared Leave Policy.

2. Reviews current leave balances to determine amount eligible to donate.

3. Completes and submits Shared Leave Donation Form to Disability/Medical Leave Administrator in Human Resources (FRM-U5410.06A).

Disability/Medical Leave Administrator – HR (DMLA)

4. Receives donation form.

5. Reviews donation amount and employees current leave balances to determine if donation is acceptable.

6. Processes donations in the order received, as needed by receiving employee, and locks all completed forms.

7. Follows PRO-U5410.06A Requesting and Using Shared Leave beginning with Step 20.