Dear Colleagues,

EMPLOYEE in XXX department has been approved to receive shared leave donations. Any employee with adequate time off balances may donate vacation, sick, or personal holiday time off hours. The minimum donation is 4 hours, and the following limitations apply:

* To donate vacation time off, you must maintain a vacation balance of at least 10 days (80 hours if full-time or prorated for part-time).
* To donate sick time off, you must maintain a balance of at least 176 hours of sick leave.
* Personal holiday time off you can choose to donate either 4 or 8 hours.

Classified employees may not donate any vacation time off hours accrued in excess of the 240-hour maximum if they would otherwise not have had sufficient time to use the hours before their next anniversary date. Employees leaving the University may not donate more hours than they could have used from the date they start the donation process in Workday.

To donate your shared leave in [Workday](https://wd5.myworkday.com/uw/d/home.htmld):

1. After signing in, select the “Absence” icon.
2. Select the “Request Absence” worklet.
3. Select a single date on your absence calendar to donate time off (Saturdays/Sundays are recommended) and click on “1 Day - Request Absence”. (Note: Please do not select more than one day and do not select a future date (choose the last Saturday/Sunday) as this will prevent the shared leave request from being processed until that future date has passed).
4. Using the dropdown menu, select the type of time off you are requesting to donate {“Sick Time Off – Shared Leave Donation (hours)”, “Vacation Time Off – Shared Leave Donation (hours)” or “Personal Holiday Time Off – Shared Leave Donation (hours)”}.
5. Select the following reason in the “Reason” field: “Donation to another UW Employee”.
6. Click “Edit quantity per day” to enter the total amount of hours of your selected time off type you wish to donate.
7. In the comments section you must indicate the following:

* EID of the recipient:
* Name of the recipient:
* Department:

Further information on the donation process can be found in the following link:

<https://isc.uw.edu/user-guides/loa_donate_shared_leave_sc/>

If you have questions, please reach out to your department administration.

Sincerely,