Dear Colleagues,

There is an opportunity to donate leave to a co-worker and colleague in our department, **Employee Name**, **Title**. Shared Leave will help cover her/his/their absence between XXX and XXXX. Donations of leave from those who are able to do so would be very much appreciated.

Donors may share vacation time off, sick time off, and/or their Personal Holiday. A minimum donation of 4 hours is required, and the donor must retain a balance of 10 days of vacation time off (prorated for part-time) and/or 176 hours of sick time off (not prorated). 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.

Here’s how to donate your shared leave in Workday:

1. In Workday, click Menu and then click Absence.
2. Click on Request Absence.
3. Select a past date on your absence calendar to donate time off (Selecting a past Saturday or Sunday is recommended and ONLY select one day).
4. Using the dropdown menu, select the appropriate time off for donation, e.g., “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 a reason in the “Reason” field: Donation to another UW Employee.
6. Adjust hours if necessary (by clicking the “edit quantity per day” button).
7. In the comments section you must indicate the following:

* **EID of the recipient: xxxxxxxxx**
* **Name of the recipient: Employee Name**
* **Department: M&C xxxx**

More detailed information on this process if needed can be found at <https://employeehelp.workday.uw.edu/user-guides/loa_donate_shared_leave_sc/> or you can contact Anne Marie Marshall at (206) 221-4349 with questions on this process.

Thank you for any help you can lend!