

PROCEDURE

Effective Date: September 22, 2011
Approved By: Vice President Van Den Hul

Authority: [POL-U5410.06](#)
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).
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.

Disability/Medical Leave
Administrator – HR
(DMLA)