

How to request to receive donated leave:

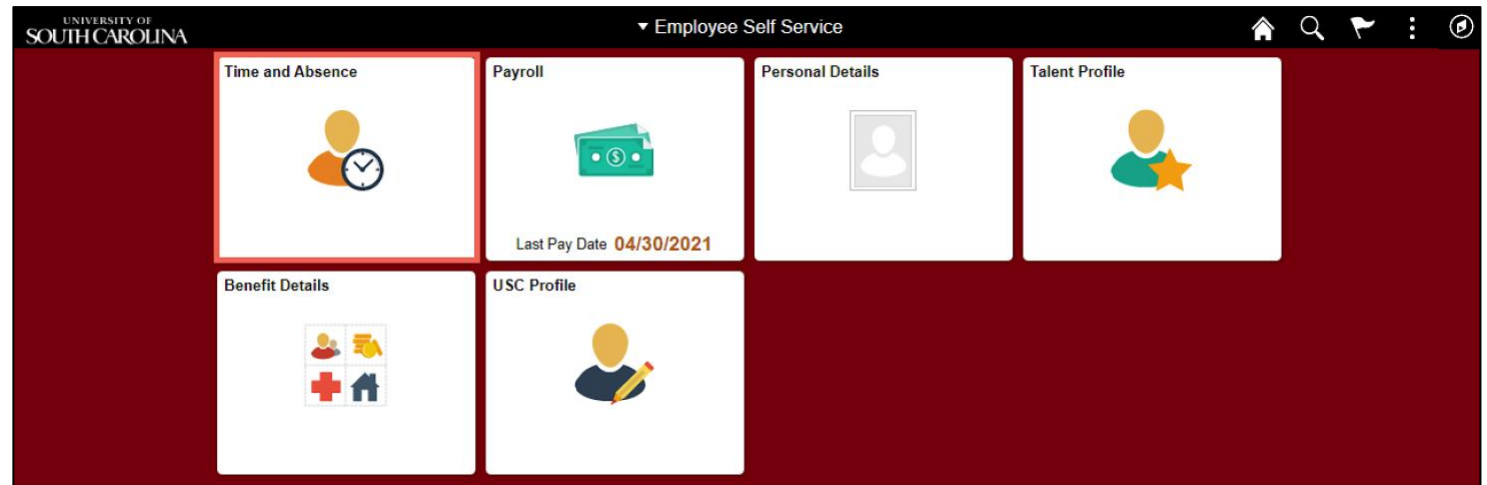
This job aid outlines how an employee can request to receive donated leave.

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

Processing Steps

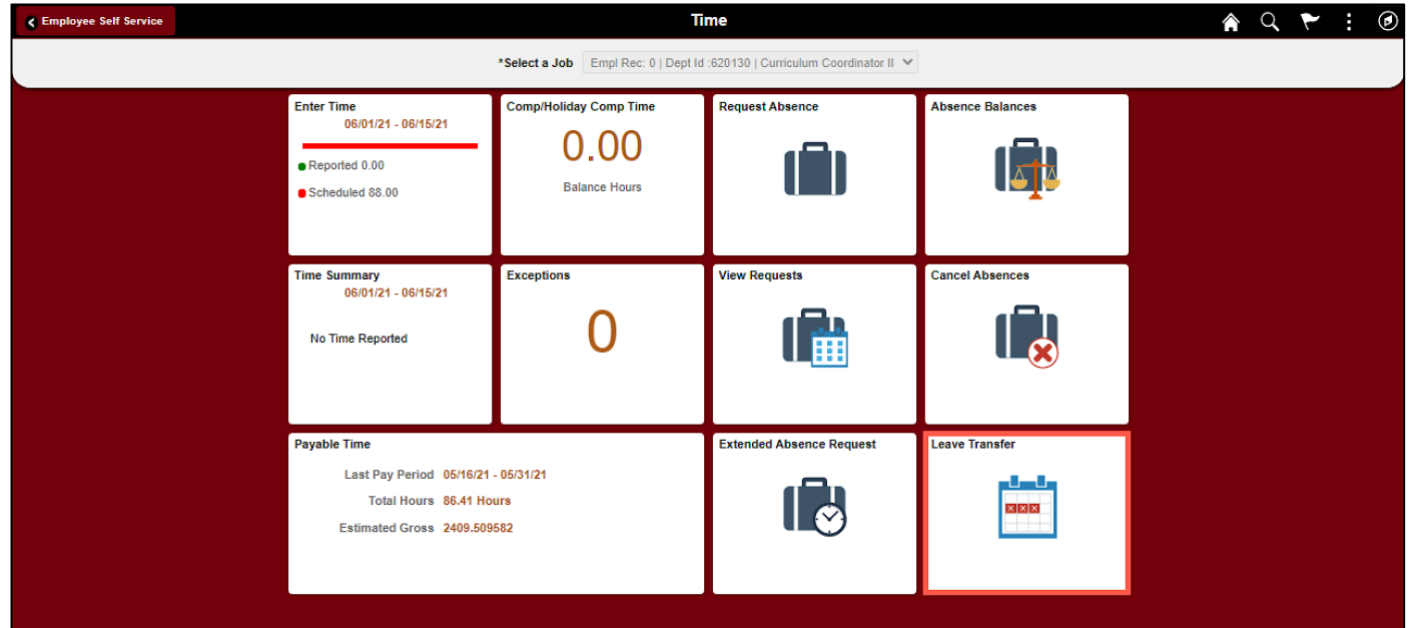
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



University of South Carolina Absence Management - ESS Request to Receive Donated Leave

Step 2: Click the **Leave Transfer** tile to request to receive donated leave from a leave pool.



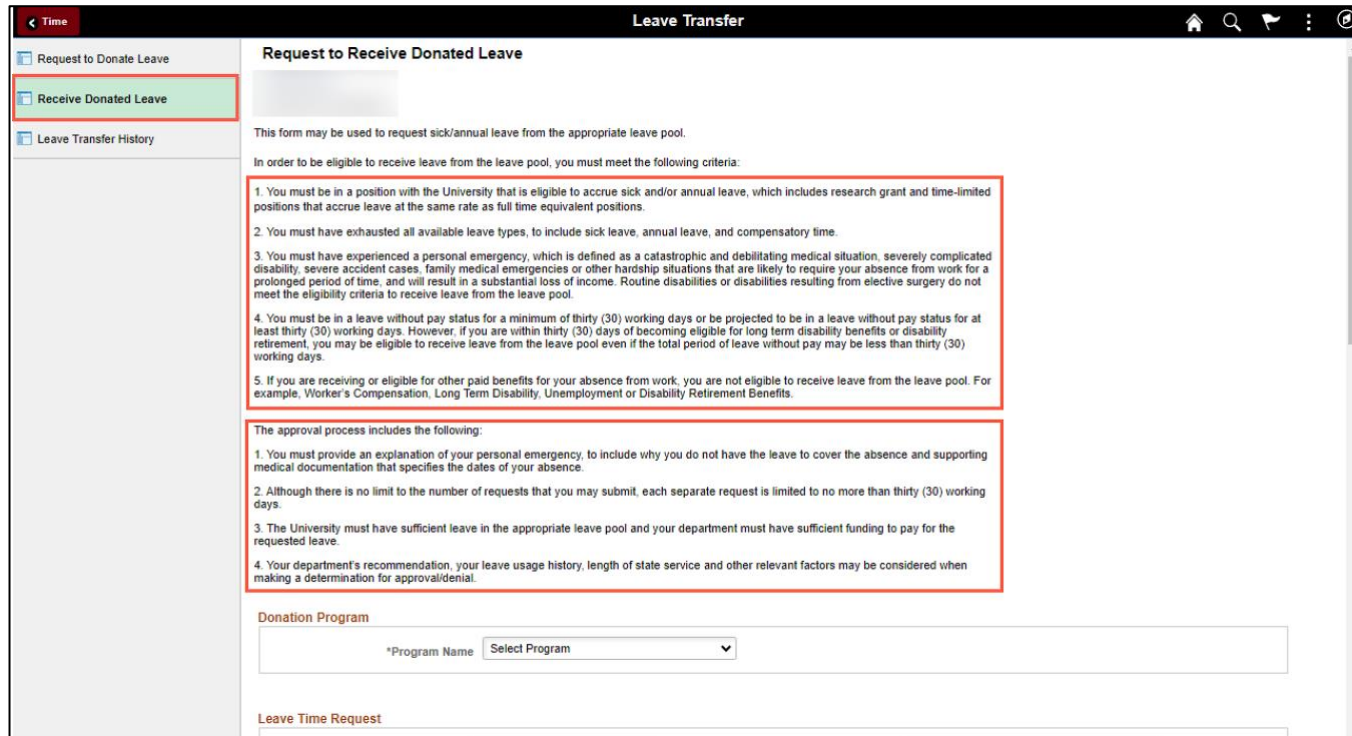
The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as 'Curriculum Coordinator II' in the 'Dept Id : 620130' department. The page features a grid of tiles for time management:

- Enter Time:** 06/01/21 - 06/15/21. Shows 0.00 Reported and 88.00 Scheduled hours.
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 06/01/21 - 06/15/21. Shows 'No Time Reported'.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Last Pay Period 05/16/21 - 05/31/21. Total Hours 86.41. Estimated Gross 2409.509582.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's. This tile is highlighted with a red border.

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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.



Leave Transfer

Request to Receive Donated Leave

This form may be used to request sick/annual leave from the appropriate leave pool.

In order to be eligible to receive leave from the leave pool, you must meet the following criteria:

1. You must be in a position with the University that is eligible to accrue sick and/or annual leave, which includes research grant and time-limited positions that accrue leave at the same rate as full time equivalent positions.
2. You must have exhausted all available leave types, to include sick leave, annual leave, and compensatory time.
3. You must have experienced a personal emergency, which is defined as a catastrophic and debilitating medical situation, severely complicated disability, severe accident cases, family medical emergencies or other hardship situations that are likely to require your absence from work for a prolonged period of time, and will result in a substantial loss of income. Routine disabilities or disabilities resulting from elective surgery do not meet the eligibility criteria to receive leave from the leave pool.
4. You must be in a leave without pay status for a minimum of thirty (30) working days or be projected to be in a leave without pay status for at least thirty (30) working days. However, if you are within thirty (30) days of becoming eligible for long term disability benefits or disability retirement, you may be eligible to receive leave from the leave pool even if the total period of leave without pay may be less than thirty (30) working days.
5. If you are receiving or eligible for other paid benefits for your absence from work, you are not eligible to receive leave from the leave pool. For example, Worker's Compensation, Long Term Disability, Unemployment or Disability Retirement Benefits.

The approval process includes the following:

1. You must provide an explanation of your personal emergency, to include why you do not have the leave to cover the absence and supporting medical documentation that specifies the dates of your absence.
2. Although there is no limit to the number of requests that you may submit, each separate request is limited to no more than thirty (30) working days.
3. The University must have sufficient leave in the appropriate leave pool and your department must have sufficient funding to pay for the requested leave.
4. Your department's recommendation, your leave usage history, length of state service and other relevant factors may be considered when making a determination for approval/denial.

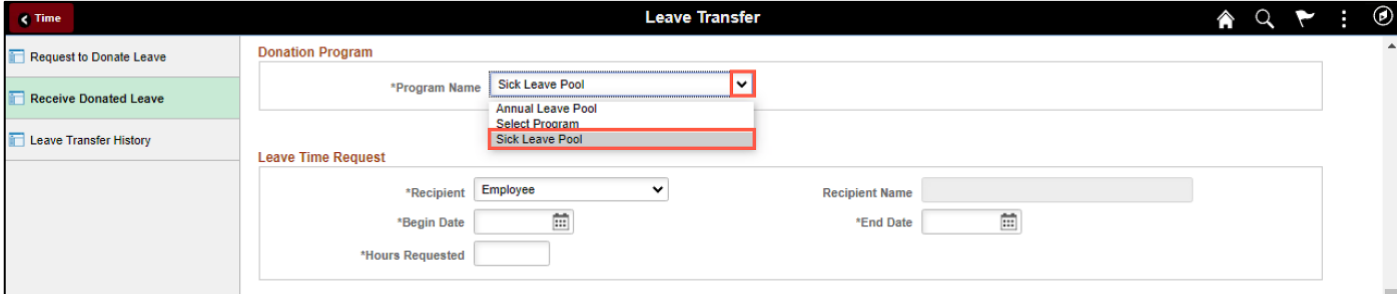
Donation Program

*Program Name

Leave Time Request

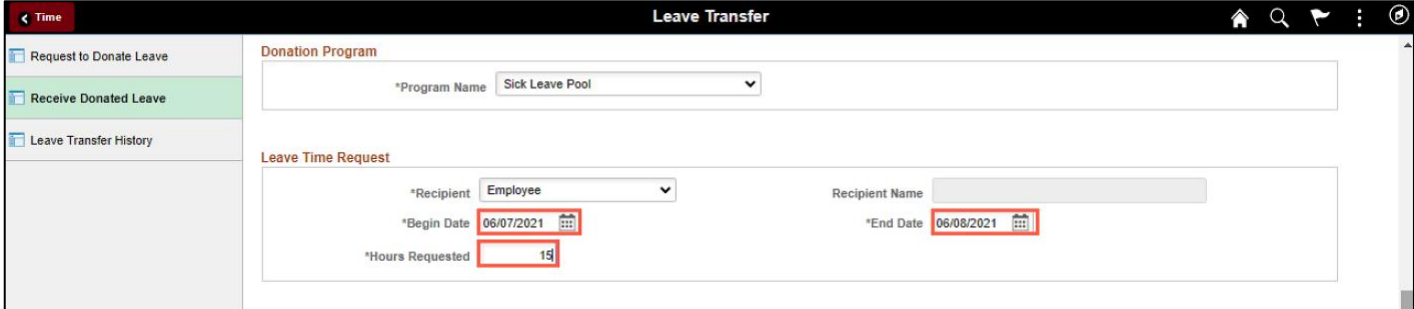
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Step 5: To begin, click the **Program Name** drop-down list and select the appropriate program.



The screenshot shows the 'Leave Transfer' form. On the left is a navigation menu with 'Request to Donate Leave', 'Receive Donated Leave' (highlighted), and 'Leave Transfer History'. The main form has two sections: 'Donation Program' and 'Leave Time Request'. In the 'Donation Program' section, the '*Program Name' dropdown is open, showing options: 'Sick Leave Pool', 'Annual Leave Pool', 'Select Program', and 'Sick Leave Pool'. The 'Sick Leave Pool' option is highlighted with a red box. In the 'Leave Time Request' section, the '*Recipient' is set to 'Employee', and the 'Recipient Name' field is empty. The '*Begin Date' and '*End Date' fields are also empty.

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



The screenshot shows the 'Leave Transfer' form with the dates entered. The '*Program Name' dropdown is now closed and shows 'Sick Leave Pool'. In the 'Leave Time Request' section, the '*Recipient' is 'Employee' and 'Recipient Name' is empty. The '*Begin Date' field is now populated with '06/07/2021' and the '*End Date' field is populated with '06/08/2021'. Both date fields are highlighted with red boxes. The '*Hours Requested' field is now populated with '19' and is also highlighted with a red box.

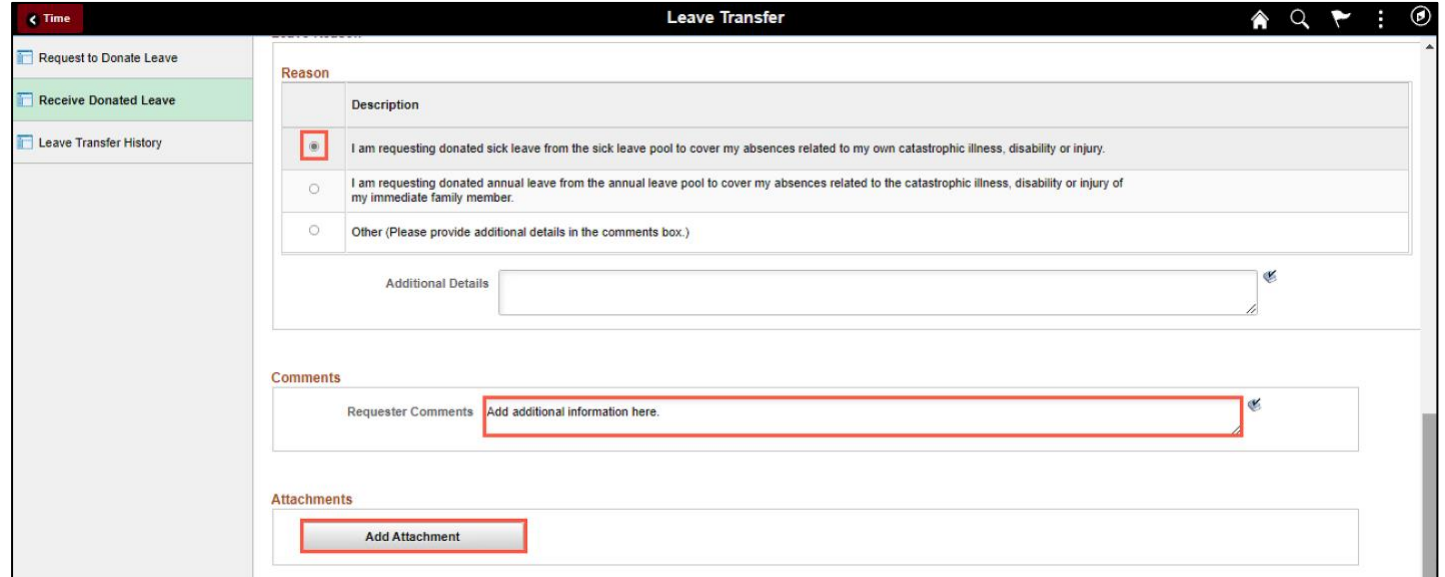
Step 7: Click in the **Hours Requested** field and enter the hours required for the leave request.

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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.



Reason

| | Description |
|----------------------------------|---|
| <input checked="" type="radio"/> | I am requesting donated sick leave from the sick leave pool to cover my absences related to my own catastrophic illness, disability or injury. |
| <input type="radio"/> | I am requesting donated annual leave from the annual leave pool to cover my absences related to the catastrophic illness, disability or injury of my immediate family member. |
| <input type="radio"/> | Other (Please provide additional details in the comments box.) |

Additional Details

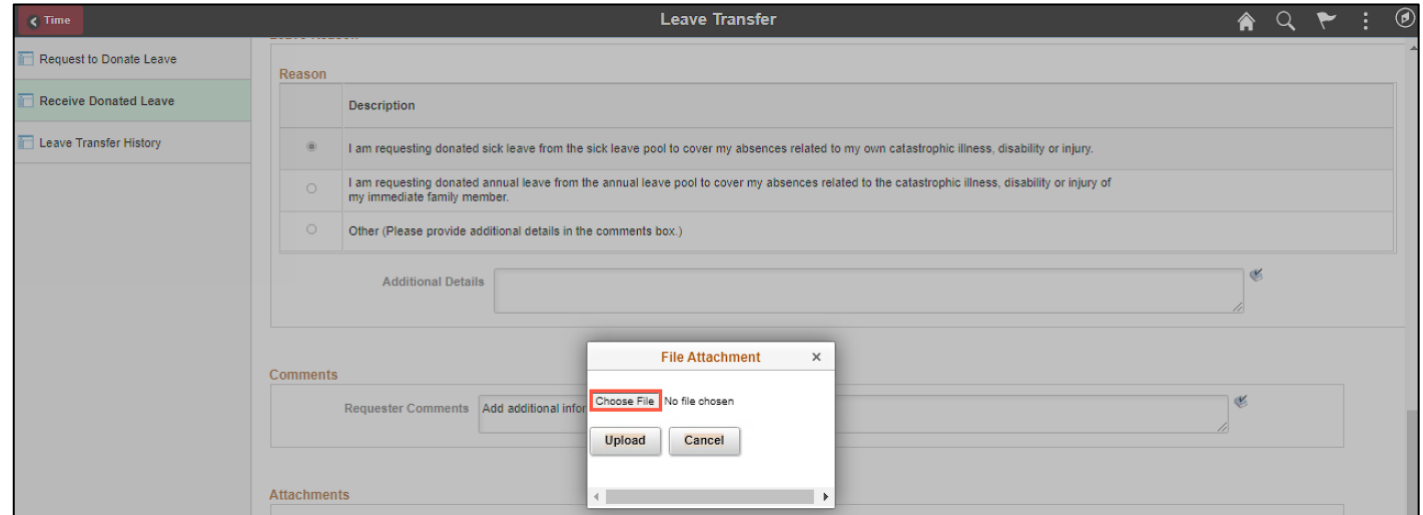
Comments

Requester Comments

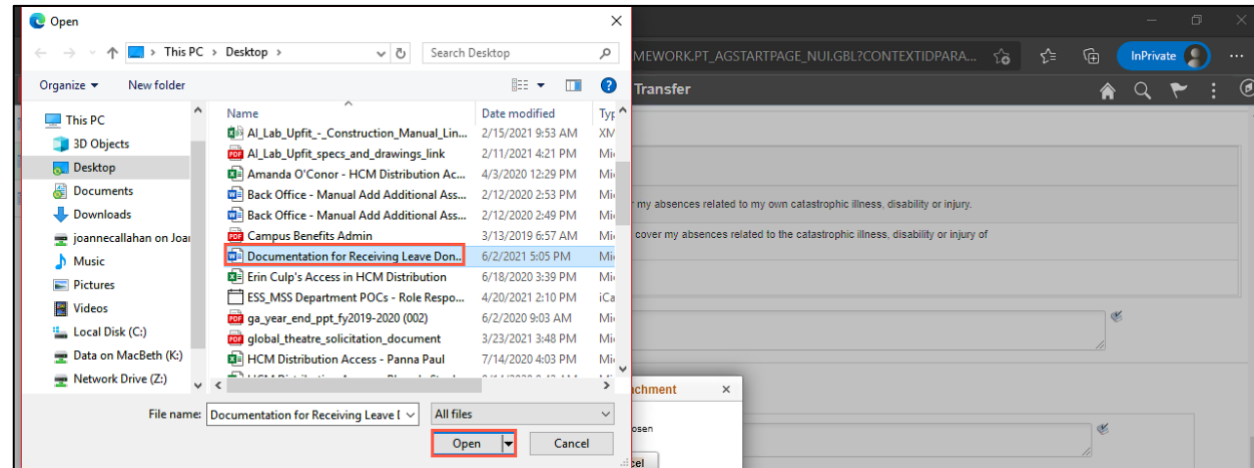
Attachments

University of South Carolina Absence Management - ESS Request to Receive Donated Leave

Step 11: Click the **Choose File** button.

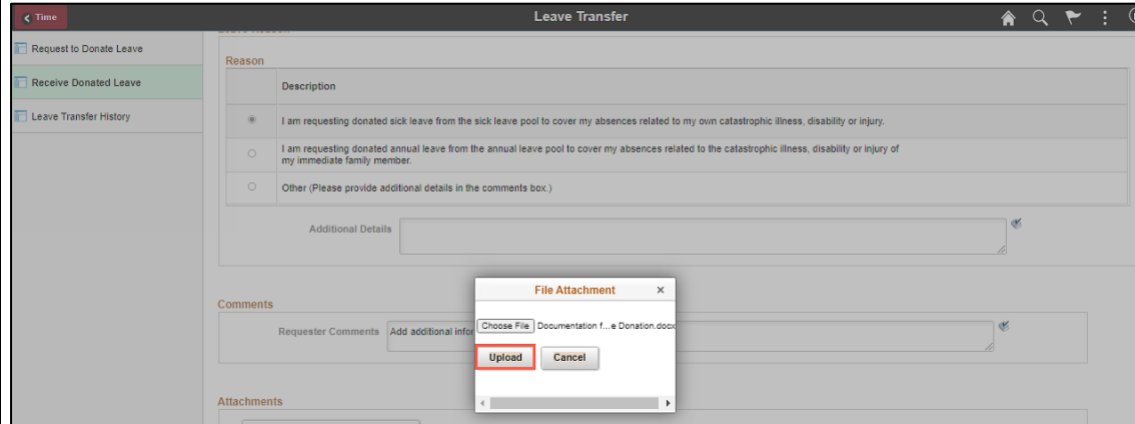


Step 12: Select the document and click the **Open** button.



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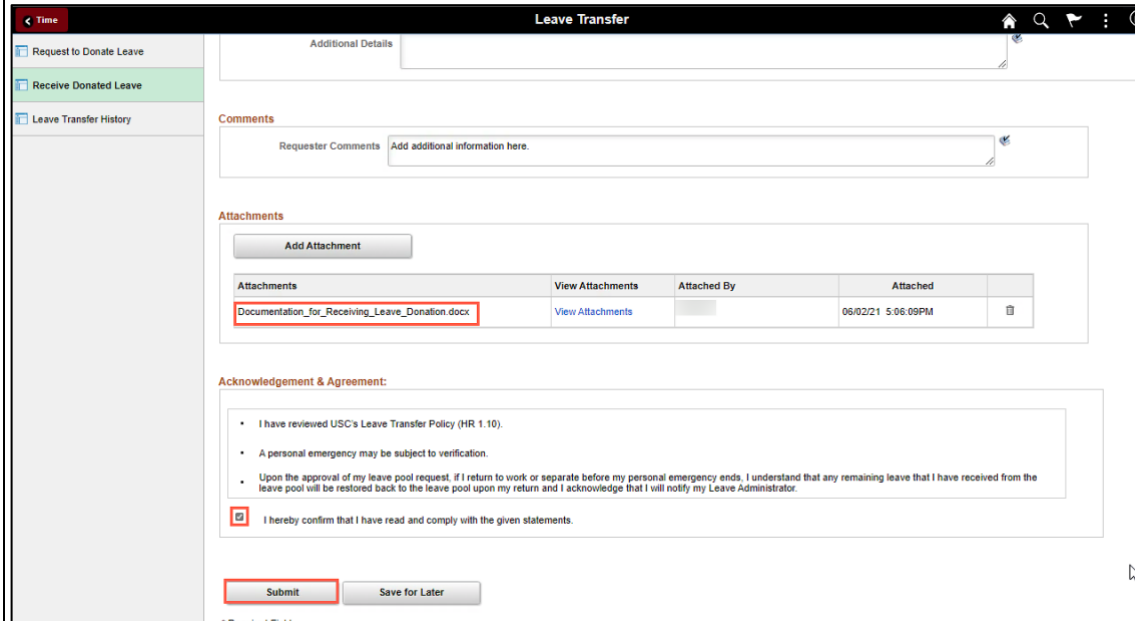
Step 13: Click the **Upload** button.



Notice the document is attached.

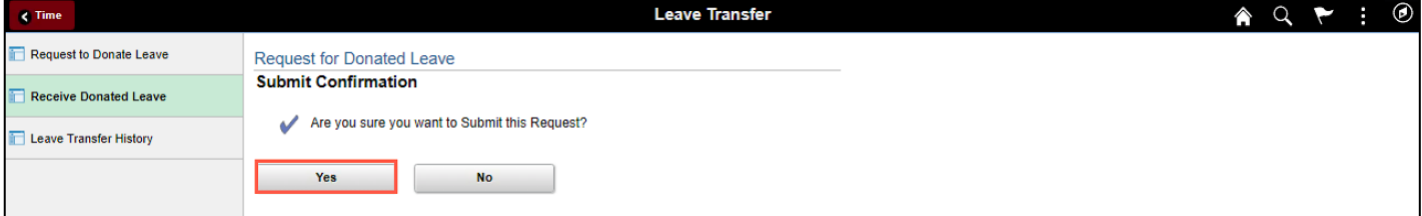
Step 14: Click in the **Acknowledgement and Agreement** box to confirm you read and comply with the given statements.

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



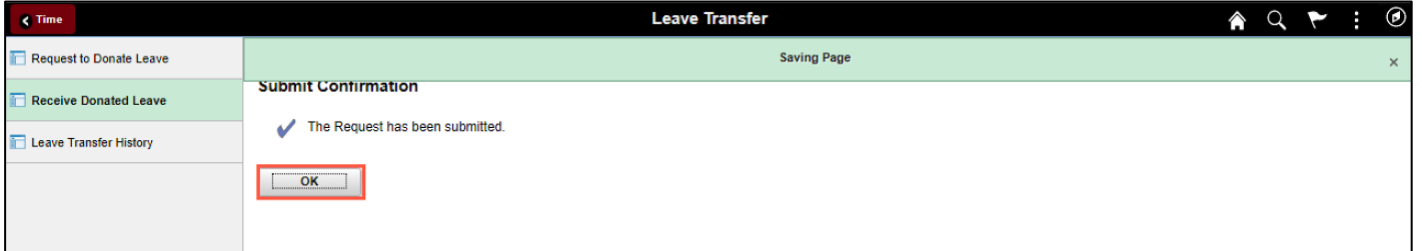
**University of South Carolina
Absence Management - ESS
Request to Receive Donated Leave**

Step 16: Click **Yes** to submit the request.



The screenshot shows a mobile application interface titled "Leave Transfer". On the left is a navigation menu with three items: "Request to Donate Leave", "Receive Donated Leave", and "Leave Transfer History". The main content area is titled "Request for Donated Leave" and "Submit Confirmation". It contains a checkmark icon and the text "Are you sure you want to Submit this Request?". Below this text are two buttons: "Yes" (highlighted with a red box) and "No".

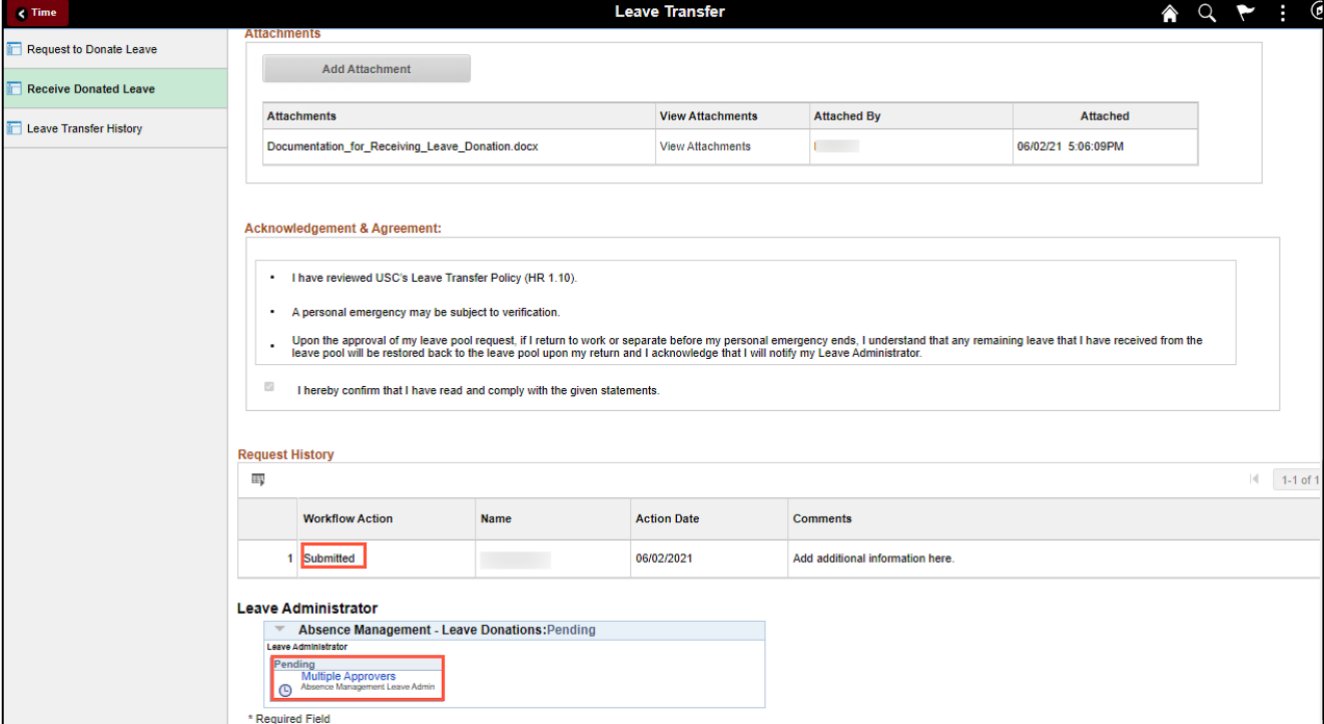
Step 17: Click **OK** to return to the Request to Donate Leave page.



The screenshot shows the same mobile application interface. The main content area now displays a green header bar with the text "Saving Page" and a close icon. Below the header, it says "Submit Confirmation" followed by a checkmark icon and the text "The Request has been submitted.". At the bottom, there is a single button labeled "OK" which is highlighted with a red box.

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The request has been submitted and is now waiting to be approved by the Absence Management Leave Administrator located in the HR central office.



Attachments

| Attachments | View Attachments | Attached By | Attached |
|---|------------------|-------------|--------------------|
| Documentation_for_Receiving_Leave_Donation.docx | View Attachments | | 06/02/21 5:06:09PM |

Acknowledgement & Agreement:

- I have reviewed USC's Leave Transfer Policy (HR 1.10).
- A personal emergency may be subject to verification.
- Upon the approval of my leave pool request, if I return to work or separate before my personal emergency ends, I understand that any remaining leave that I have received from the leave pool will be restored back to the leave pool upon my return and I acknowledge that I will notify my Leave Administrator.

I hereby confirm that I have read and comply with the given statements.

Request History

| | Workflow Action | Name | Action Date | Comments |
|---|-----------------|------|-------------|----------------------------------|
| 1 | Submitted | | 06/02/2021 | Add additional information here. |

Leave Administrator

Absence Management - Leave Donations: Pending

Leave Administrator

Pending

Multiple Approvers
Absence Management Leave Admin

* Required Field

You successfully learned how to request to receive donated leave from a leave pool.