*(This template is intended for Campus use only)*

Subject: Opportunity to Donate Shared Leave to EMPLOYEE NAME

Dear Colleagues,

There is an opportunity to donate leave to EMPLOYEE FULL NAME, a co-worker in DEPARTMENT NAME. EMPLOYEE FIRST NAME is about to exhaust their own leave balances as they take leave from work due to their own serious health condition/family member’s serious health condition.

OR

There is an opportunity to donate leave to EMPLOYEE FULL NAME, a co-worker in DEPARTMENT NAME. EMPLOYEE FIRST NAME is welcoming a new child. You can assist by donating time off hours for their parental leave.

Employees may donate vacation time off, sick time off, and/or their Personal Holiday. The minimum donation is 4 hours and the following limitations apply when donating:

* To donate vacation time off, a balance of at least 10 days (prorated for part-time) of vacation time off must remain in your balance.
* To donate sick time off, a balance of at least 176 hours of sick leave must remain in your balance.

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 date on your absence calendar to donate time off and click on “Request Absence”.
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 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: EMPLOYEE EID
* Name of the recipient: EMPLOYEE FULL NAME
* Department: EMPLOYEES DEPARTMENT

For further information on the donation process, see <https://isc.uw.edu/user-guides/loa_donate_shared_leave_sc/>, contact [hrleaves@uw.edu](mailto:hrleaves@uw.edu) or HR PARTNER FULL NAME

Thank you for any help you can lend!

Sincerely,