

How to request to donate leave:

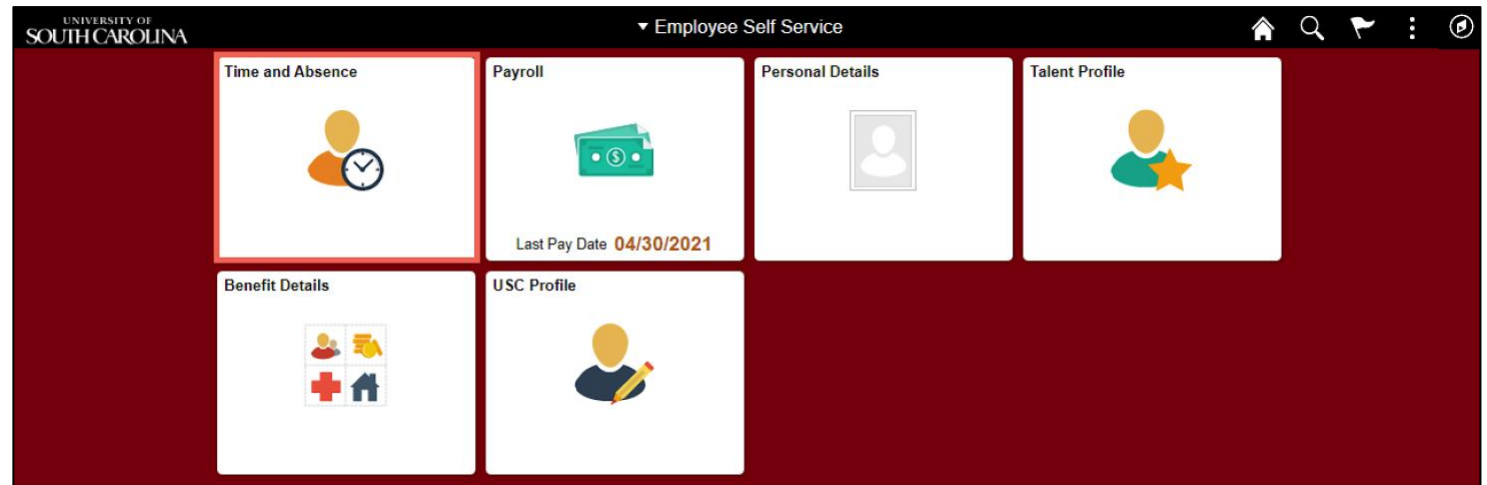
This job aid outlines how an employee can request to donate leave to the Leave Transfer Pool or to another employee.

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

Processing Steps

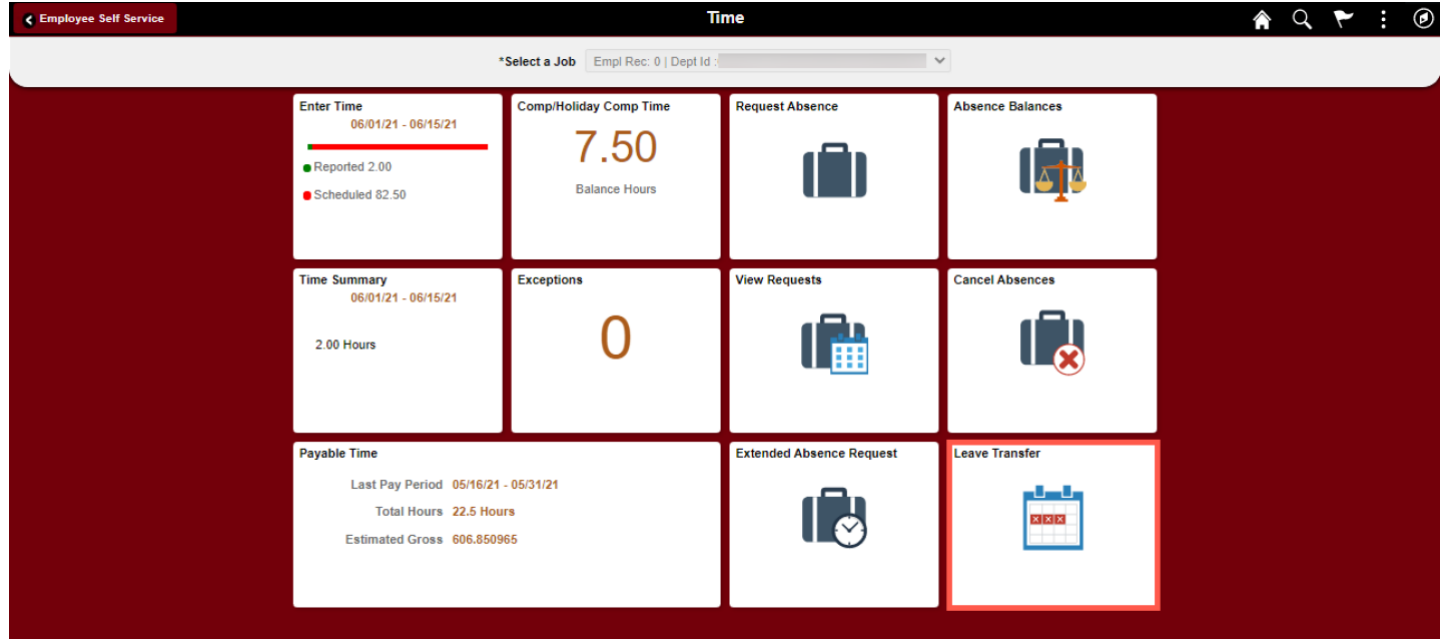
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



University of South Carolina Absence Management - ESS Request to Donate Leave

Step 2: Click the **Leave Transfer** tile to donate leave to a leave pool or a specific employee.



The screenshot shows the 'Time' dashboard in the Employee Self Service (ESS) system. The dashboard includes the following tiles:

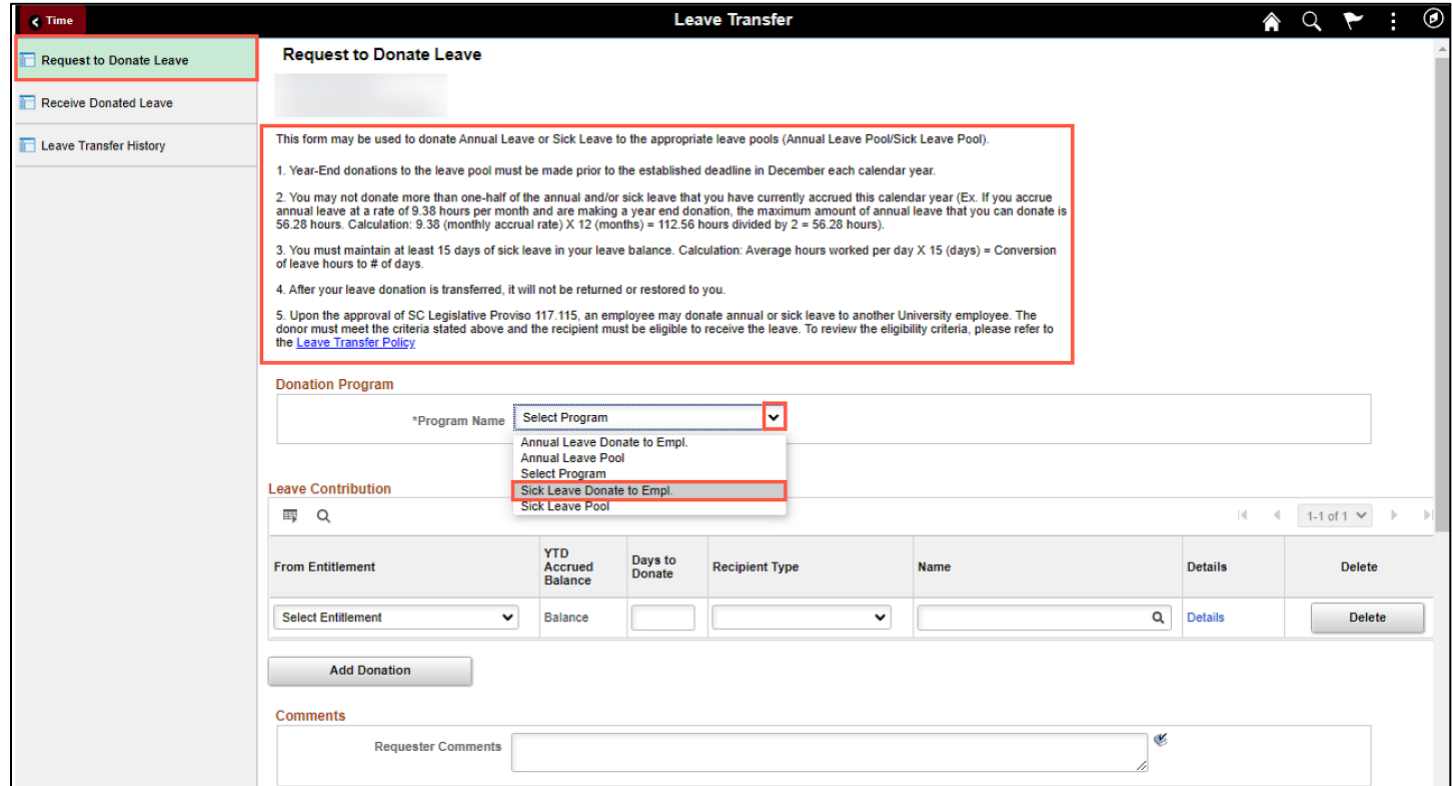
- Enter Time:** 06/01/21 - 06/15/21. Reported 2.00, Scheduled 82.50.
- Comp/Holiday Comp Time:** 7.50 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 06/01/21 - 06/15/21. 2.00 Hours.
- Exceptions:** 0.
- View Requests:** 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 22.5 Hours. Estimated Gross 606.850965.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with a red X. This tile is highlighted with a red border.

University of South Carolina Absence Management - ESS Request to Donate Leave

Step 3: The page will default to the **Request to Donate Leave** page.

Step 4: Be sure to take the time to read the top of the Request to Donate Leave page for important information regarding the number of days that can be donated and the number of days that must be maintained in your sick leave balance.

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



Request to Donate Leave

This form may be used to donate Annual Leave or Sick Leave to the appropriate leave pools (Annual Leave Pool/Sick Leave Pool).

- Year-End donations to the leave pool must be made prior to the established deadline in December each calendar year.
- You may not donate more than one-half of the annual and/or sick leave that you have currently accrued this calendar year (Ex. If you accrue annual leave at a rate of 9.38 hours per month and are making a year end donation, the maximum amount of annual leave that you can donate is 56.28 hours. Calculation: 9.38 (monthly accrual rate) X 12 (months) = 112.56 hours divided by 2 = 56.28 hours).
- You must maintain at least 15 days of sick leave in your leave balance. Calculation: Average hours worked per day X 15 (days) = Conversion of leave hours to # of days.
- After your leave donation is transferred, it will not be returned or restored to you.
- Upon the approval of SC Legislative Proviso 117.115, an employee may donate annual or sick leave to another University employee. The donor must meet the criteria stated above and the recipient must be eligible to receive the leave. To review the eligibility criteria, please refer to the [Leave Transfer Policy](#).

Donation Program

*Program Name: Select Program (dropdown menu)

Leave Contribution

From Entitlement	YTD Accrued Balance	Days to Donate	Recipient Type	Name	Details	Delete
Select Entitlement (dropdown)	Balance	<input type="text"/>	 (dropdown)	<input type="text"/>	Details	Delete

Comments

Requester Comments:

University of South Carolina Absence Management - ESS Request to Donate Leave

Step 6: Click the **Select Entitlement** drop-down arrow and select the entitlement to match the program. For example, this is a request to donate sick leave to an employee, so you select sick leave as the entitlement.

< Time
Leave Transfer
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- Request to Donate Leave
- Receive Donated Leave
- Leave Transfer History

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Donation Program

*Program Name

Leave Contribution

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From Entitlement	YTD Accrued Balance	Hours to Donate	Recipient Type	Name	Details	Delete
<div style="border: 1px solid #ccc; padding: 2px;"> Select Entitlement ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Select Entitlement </div> <div style="border: 2px solid red; padding: 2px; margin-top: 2px;"> Sick Leave </div>	Balance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Details	<input type="button" value="Delete"/>

Comments

Requester Comments

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University of South Carolina Absence Management - ESS Request to Donate Leave

Step 7: Click in the **Hours to Donate** field and enter the number of hours you would like to donate.

You will receive an error when the:

- Donation is more than half of your Year-To-Date accrued balance of annual and/or sick leave.
- Request exceeds the 15 days of sick leave balance that must be maintained.

The hours to donate will need to be adjusted before you can complete/submit the donation.

Step 8: Click the **Recipient Type** drop-down box and select **Employee** if donating to someone specific.

If you are donating to a leave pool, this field will not be open for entry.

< Time
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Donation Program

*Program Name Sick Leave Donate to Empl.

Leave Contribution

From Entitlement	YTD Accrued Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick Leave	46.90	15.00	Employee	[Search]	Details	Delete

Add Donation

Comments

Requester Comments

University of South Carolina Absence Management - ESS Request to Donate Leave

Step 9: Click the **Name** field and begin by typing the employee's last name. A list of potential employees will appear, so click to select the person you are donating to.

Use the **Add Donation** to add another donation line where you can add a second request.

Step 10: 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.

← Time
Leave Transfer

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- Request to Donate Leave
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Donation Program

*Program Name ▼

Leave Contribution

From Entitlement	YTD Accrued Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick Leave ▼	46.90	15.00	Employee ▼	[Redacted]	Details	Delete

Add Donation

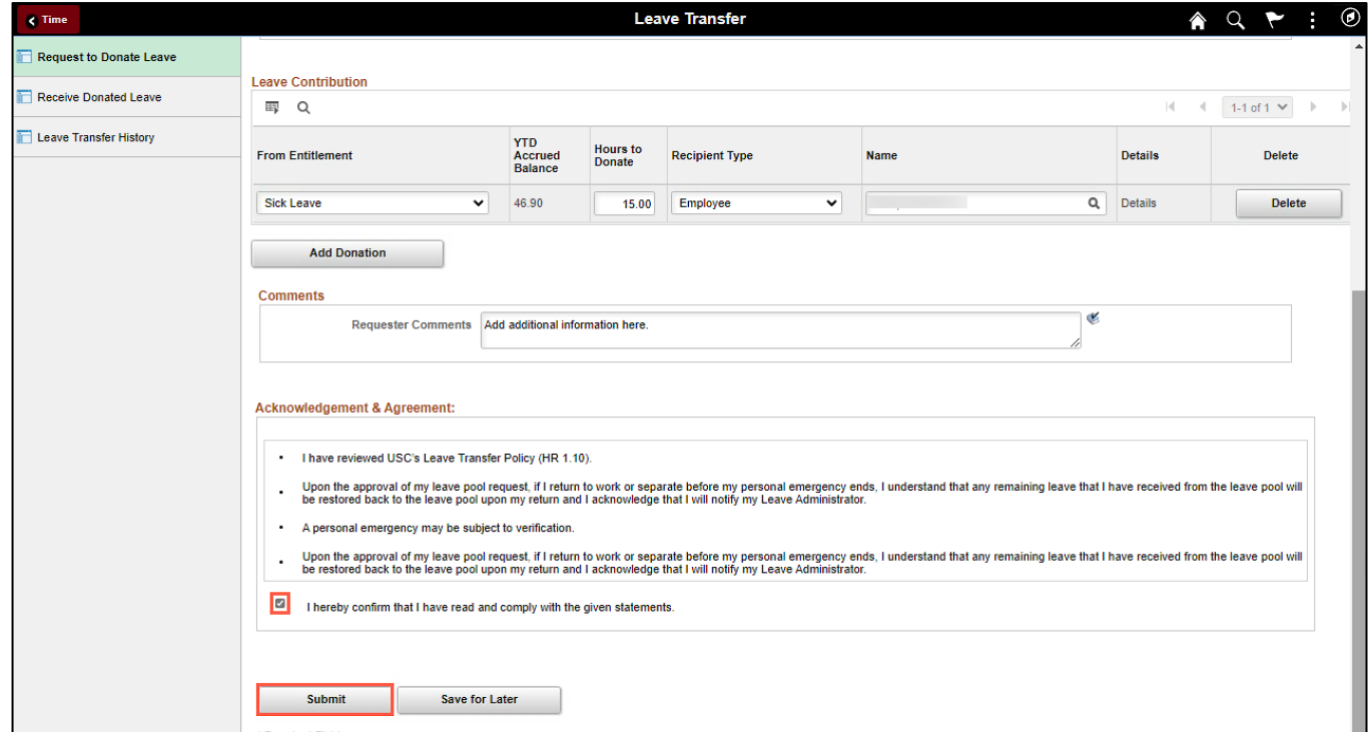
Comments

Requester Comments Add additional information here.

Step 11: Click in the **Acknowledgement and Agreement** box to confirm you read and comply with the given statements.

Step 10: Click the **Submit** button to submit the request for approval.

Step 11: Click **Yes** to submit the request.



Leave Transfer

Request to Donate Leave

Receive Donated Leave

Leave Transfer History

Leave Contribution

From Entitlement	YTD Accrued Balance	Hours to Donate	Recipient Type	Name	Details	Delete
Sick Leave	46.90	15.00	Employee		Details	Delete

Add Donation

Comments

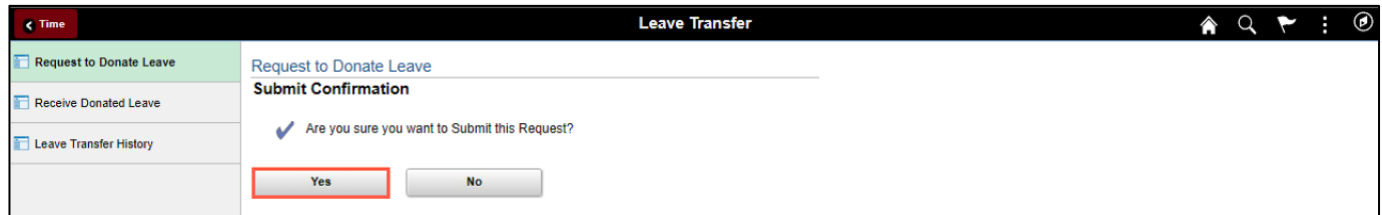
Requester Comments: Add additional information here.

Acknowledgement & Agreement:

- I have reviewed USC's Leave Transfer Policy (HR 1.10).
- 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.
- 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.

Submit Save for Later



Leave Transfer

Request to Donate Leave

Receive Donated Leave

Leave Transfer History

Request to Donate Leave

Submit Confirmation

Are you sure you want to Submit this Request?

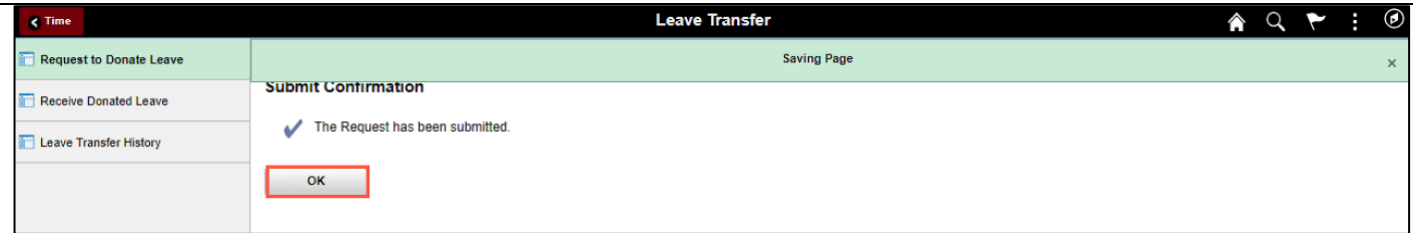
Yes No

University of South Carolina Absence Management - ESS Request to Donate Leave

Step 12: Click **OK** to return to the Request to Donate Leave page.

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

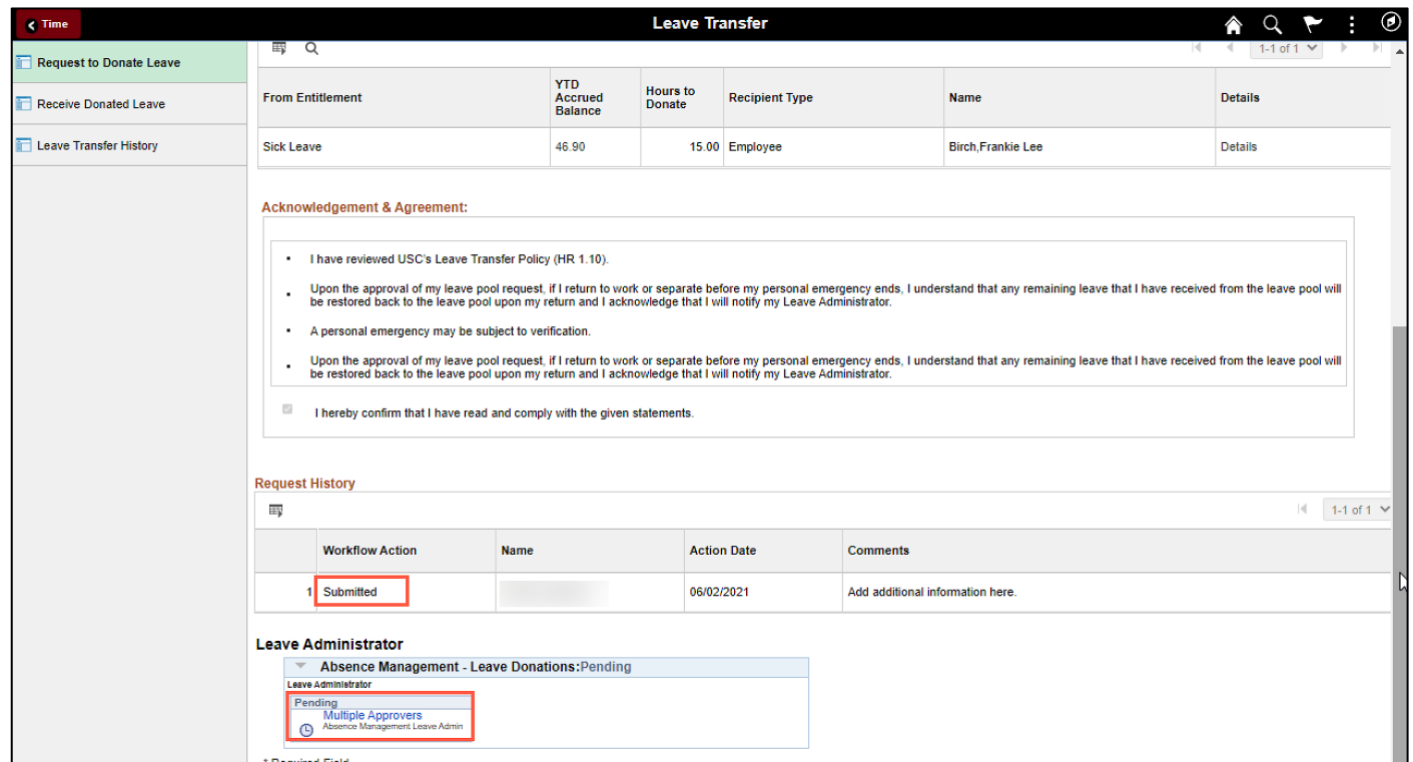
You successfully learned how to request to donate leave to a pool or another employee.



Leave Transfer - Submit Confirmation

The Request has been submitted.

OK



Leave Transfer

From Entitlement	YTD Accrued Balance	Hours to Donate	Recipient Type	Name	Details
Sick Leave	46.90	15.00	Employee	Birch, Frankie Lee	Details

Acknowledgement & Agreement:

- I have reviewed USC's Leave Transfer Policy (HR 1.10).
- 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.
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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
 - Pending
 - Multiple Approvers
 - Absence Management Leave Admin