FAU COVID-19 REQUEST FOR DONATED HOURS

Eligible recipients must be in a leave-accruing appointment. Each recipient who receives donated leave will be paid at their normal rate of compensation. Plan hours may only be applied to absences related to a COVID-19 emergency which has caused severe hardship to the employee or immediate family and requires the employee to be absent from work. Examples include, personal medical emergencies, quarantine mandates, or inability to work or telework. Use this instruction guide to request donated leave in Workday.

Workday Navigation:

1. In the search bar type “Create Request”
2. In the Request Type box, type “COVID” then click enter – this will bring up all options for COVID-19.
3. Select “COVID-19 Request to Receive Donated Hours” then click “OK” at the bottom of the screen.
4. Enter your Name, Z Number, Email address, Phone Number, Department, Number of Hours Requested then select Yes or No if you have exhausted all your accrued leave.
5. If No, you must enter a date within a 2-week range of leave accrual being depleted. For example, all your leave will be depleted by 4/20/2020 etc.
6. Describe your hardship – please be as detailed as possible.
7. Enter a comment (optional), then click submit at the bottom of the page.

For assistance with policies, procedures and COVID-19 inquiries, please contact FAUHR at askhr@fau.edu or 561-297-3057