

## *FAU COVID-19 Leave Donation Plan*

Florida Atlantic University has established a COVID-19 Leave Donation Plan in response to the developing global COVID-19 pandemic. The Plan allows a qualified employee to donate their accrued leave (annual vacation or sick leave) into a FAU - sponsored leave pool for use by other employees who have been adversely affected by this emergency and have exhausted all their accrued leave. This instruction guide explains how to donate 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 Donating Hours Form” then click “OK” at the bottom of the screen.
4. Enter your Name, Z Number, Employee Type, then select from which Leave Balance (sick or vacation) you wish to donate.
5. Type the number of hours you wish to donate after selecting the applicable leave balance.
6. 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](mailto:askhr@fau.edu) or 561-297-3057