

FAU COVID-19 REQUEST FOR DONATED HOURS

****Please have a discussion with your supervisor/manager about joining the COVID-19 Talent Share Pool before initiating your 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. You can submit multiple requests but will only be approved for a total of 160 hours. 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 for 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.

Note: If your COVID related circumstances have ended but there are donated hours remaining in your bank, you must notify us via email since you are not allowed to submit those hours as regular leave.

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