GUIDE TO REPORTING DONATED SICK LEAVE

1. **LEAVE IS CREDITED:** Once eligibility is determined, the leave administrator will instruct payroll to credit the donated sick leave hours to the recipient employees' timesheet. The donated leave will appear in the top portion of the timesheet as: ZSLD – Payroll: Earn to Donated Sick. The number of hours donated will appear in the quantity box directly beside the TRC reporting code.

2. **DONATED LEAVE BALANCE:** The donated leave balance will also appear in the box entitled Leave and Compensatory Time Balances.

3. **REPORTING TIME:** When using donated sick leave, employees will enter their absence event via the TRC drop down box located in the top portion of their online Galxy timesheet. The TRC codes available include:
   - SDF: Sick Leave Donation Taken – FMLA
   - SDR: Sick Leave Donation Taken – REG (not FMLA)
4. READY FOR APPROVAL: Once reported, the leave taken should correspond with the correct TRC code and the amount of hours used should be displayed in the quantity column.

As a reminder, donations may not be awarded until the employee’s personal sick leave is exhausted and it has been determined the employee does not qualify for a sick leave pool award or has exhausted the sick leave pool maximum award. Once a sick leave donation is made, the employee must use the donated leave before using their own sick leave accruals.

If you have further questions on how to report donated sick leave, please contact Celeste Burnett at #2131.