

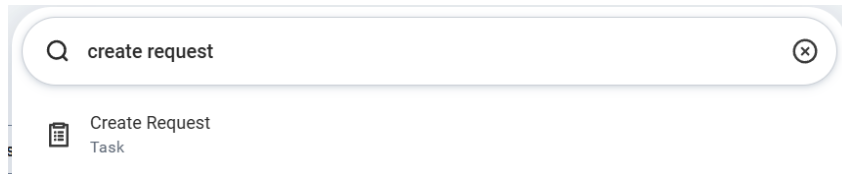
Absence: Requesting PTO Donations

HOW DONATIONS WORK

PTO Donations can be requested by employees who have exhausted their own PTO but still have a need to take time off for their own (or a family member's) serious medical condition, a catastrophic event/emergency, or a military leave of absence.

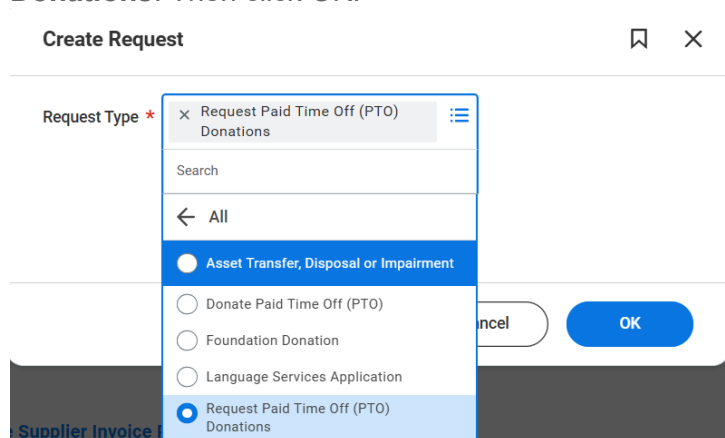
REQUEST PTO DONATIONS

1. Type **Create Request** in the search bar in Workday.



2. Click the **Create Request** task from the search results to open up a window to choose the type of request you are looking for.

3. Under **All**, select **Request Paid Time Off (PTO) Donations**. Then click OK.



4. Read all of the instructions at the top of the page and then answer all questions.

I am.... (Required)

- ☐ requesting donations for myself
- ☐ requesting donations for my direct report

I am.... (Required)

- ☐ requesting donations for the first time
- ☐ submitting a renewal of an existing request

Why are you requesting donations? (Required)

- ☐ Continued, Serious Medical Condition (Employee)
- ☐ Continued, Serious Medical Condition (Family Member: Spouse, Child, Parent)
- ☐ Death of a Parent, Spouse or Child (maximum of 2 weeks following the event)
- ☐ Catastrophic Event or Emergency
- ☐ Military Leave of Absence

5. Enter the appropriate comment in the **Comment** box, then click **Submit**.



enter your comment

Upon successful submission you will see:

You have submitted

Up Next: Absence Partner, Close Request, Due Date 02/09/2022

[View Details](#)

VIEWING PAST REQUESTS

1. Type **My Request** in the search bar in Workday.

Tasks and Reports

My Requests

Report

Returns all of the requests that the processing user initiated.

For additional assistance, please reach out to Employee Benefits at 570-271-6640 or employeebenefits@geisinger.edu

2. A list of all requests you have created will be seen. You will see columns to show **Status**, **Resolution** and **Completion Date**.
3. Click on the blue link to see the details.

Request	Type
Request: Request Paid Time Off (PTO) Donations	Request Paid Time Off (P
Request: Request Paid Time Off (PTO) Donations	

4. Once you have clicked on the blue link, you will also be able to see the **Resolution** and **Resolution Details** to see if your request has been approved or denied.
- If your request has not been processed yet you will not see **Resolution Details**.

Request Subtype	Continued, Serious Medical Condition (Employee) ⋮
Resolution	Done
Resolution Details	PTO donation request approved