

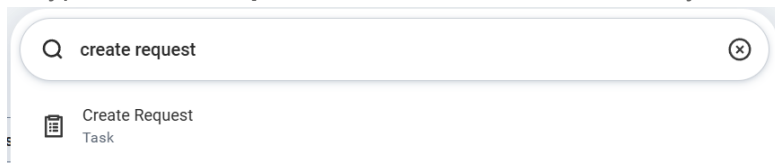
Absence: Donating PTO

HOW DONATIONS WORK

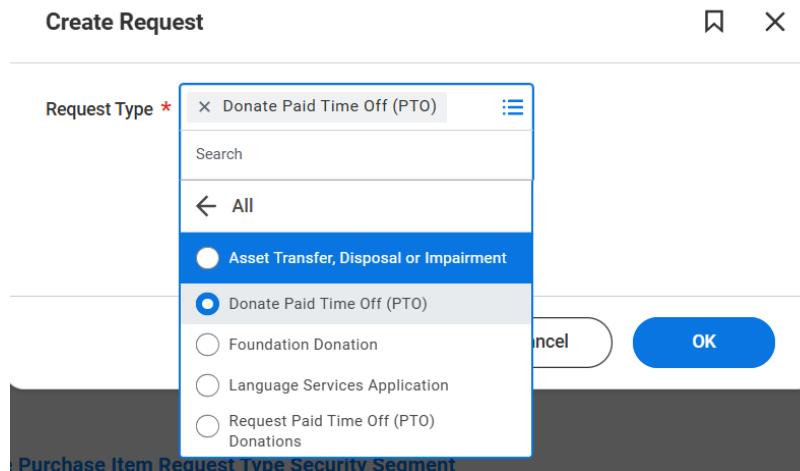
Employees who wish to support fellow Geisinger team members facing serious medical conditions, catastrophic events/emergencies, or military leave of absences can donate some of their own PTO. **Employees may not donate less than 1 hour of PTO and may not reduce their PTO balance below 40 hours.**

DONATE PTO

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



2. Click the **Create Request task** from the search results to open a window to choose the type of request you are looking for.
3. Under All, select Donate Paid Time Off (PTO). Click OK.



4. Read the information at the top of the page, then answer all the

Donated time is non-refundable. At the end of a recipient's approved donation period, unused time will be reallocated to another program participant in need of time.

A screenshot of the PTO donation form. It has two radio buttons: 'to the PTO Donation program' (selected) and 'to an employee'. Below them is a text field for 'Please enter the number of hours you authorize to be deducted from your available Primary PTO Time Off Plan.' with a value of '0'. There are also instructions: '- Minimum donation is 1 hour and must be in increments of 1 hour.' and '- Your donation may not reduce your accrued Primary PTO balance below 40 hours.' (Required). At the bottom is a comment field with the placeholder 'enter your comment'.

questions.

NOTE: If you wish to donate to a specific employee who has requested donations, you will need to enter their name and department, and/or the Worker ID of that employee.

Any unused donated PTO at the end of the recipient's need will be allotted to another employee in need. Unused time will **not** be returned to the donating employee.

5. Then click **Submit**.
6. 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.

- 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

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