

# Catastrophic Leave Donation Requests Smart Guide

Employees



This guide provides information about how to donate leave to a coworker in Workday.

Employees are only eligible to receive leave donations from coworkers once they have exhausted all their own time-off. For more information, visit the [Employee and Retiree Benefits Section of the Human Resources website](#).

**Audience:** Employees

## Contributing Catastrophic Leave Donations

1. On the **Workday Home Page**, select the **Requests** Worklet.
  - a. If you do not see the **Requests** Worklet, type [Create Request] in the **search bar** and select the **Create Request** task.
2. Click in the **Request Type** search field to reveal the menu options. Click **All**, then select **Catastrophic Leave Donation**.
3. Select **OK**.

4. Review the **Terms of Donation** and provide the following information:
  - a. **Who is the recipient of this donation?** Enter the employee's first and last name.
  - b. **What is the recipient's agency?**
  - c. **How many hours would you like to donate?**  
Note: Employees can only donate vacation hours.
5. If any additional details need to be provided, enter them in the **Comments** field.
6. If applicable, attach documentation.
7. Select **Submit**.
8. A **You have submitted** pop-up will appear. Select **View Details** on the pop-up.
9. Select **Done**.  
Note: The request will be reviewed by a Leave Manager for approval.