**Donated Leave Process In LUMA**

1. **The employee makes a request to receive leave donations.**
	1. Note: Agencies may have an internal form or process for making this request.
2. **HR verifies that the employee is eligible to receive donated leave.**
	1. Agencies may have an internal form or process for making this request.
		1. **Current LUMA workaround: To verify eligibly check LUMA and check the spreadsheet kept by the agency to ensure the employee has not received the maximum hours of donated leave as this information is not currently available in LUMA.**

**Idaho Code §67-5334 Recipient Requirements:**

Employee is eligible to accrue sick and vacation leave; and

Has exhausted all of their accrued leave balances and is experiencing one of the following:

Is suffering from a serious illness or disability

Has a family member with a serious illness or disability

Has had a death and funeral in the family necessitating the employee's absence from work

Hours received by employee will not exceed the maximum of one-hundred and sixty (160) hours in the current fiscal year

1. **HR sends donation email to agency:**

Template email:

Hello,

Our agency has an employee who is in need of donated leave. You can donate up to 80 hours of vacation and/or sick leave to another employee in need of sick leave each Fiscal Year.

There are a few rules for donating time:

You must donate a minimum of four (4) hours of vacation or sick time.

You must have at least eighty (80) hours of accrued vacation or sick time after the donation.

You cannot donate more than a maximum of eighty (80) hours of accrued vacation and/or leave per fiscal year.

The donated time converts to sick leave for the receiving employee.

If you are interested in donating, please return the attached form completing the top section.

Thank you,

1. **HR receives forms from employees wanting to donate.**
	1. HR verifies that the donating employees are eligible to donate by checking balances in LUMA.
		1. **Current LUMA workaround: HR should also check the manual spreadsheet kept by the agency to ensure the employee has not donated more than 80 hours as this information is not currently available in LUMA.**

**Idaho Code §67-5334 Donor Requirements:**

A minimum of four (4) hours must be donated.

Vacation or Sick leave hours can be donated but should not be combined on one donation.

Vacation and Sick leave donations

After the donated vacation or sick leave is deducted, the number of vacation or sick hours remaining must be equal

to or greater than the employee's regular pay period hours. [Ref. Idaho Code §5334(g)];

A maximum of eighty (80) combined hours of vacation and sick leave can be donated per fiscal year.

1. **HR completes a spreadsheet to document leave.**
2. **HR logs into Luma and attaches the form to open a support case request in the Service Portal.**

In the support case, please complete the fields. This request is submitted by the agency receiving the donated leave.

**Short Description:** Agency xxx Donated Leave Request **Internal/External**

**Long Description: Employee First and Last Name, Employee ID XXXXXX** has received donated leave from the following:

 Donator 1

 **Employee Name** and **ID XXX**

* **XX** hours of **sick/vacation** donated

Donator 2

**Employee Name** and **ID XXX**

* **XX** hours of **sick/vacation** donated

Total Hours: XX

Please see the attached donated leave request forms (attach all forms)

Service Area - WFM - Time Sheet Entry

Sub categories: Donated Leave

1. **SCO adds time to the employee's sick leave balance.**
	1. **Current LUMA workaround: HR informs the employee, supervisor, and payroll that the employee will be coding donated leave as ADT (administrative leave with pay) and adds a comment stating that this is donated leave time.**
		1. **HR will track the use of time on the spreadsheet.**
		2. **Once LUMA has been updated, the ADT time will be changed to reflect sick leave.**

**Screenshot of where to add comment:** 