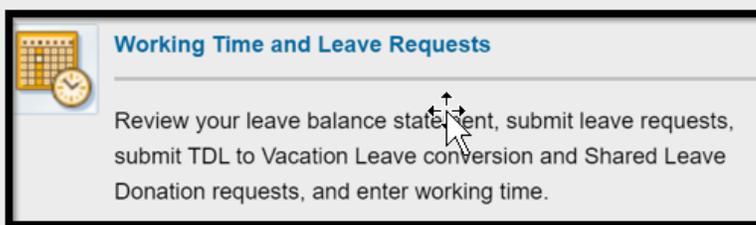


Shared Leave Pool Donations

The Staff Shared Leave Pool is a pool of donated Vacation Leave time, which can be used by a staff employee who has exhausted all accrued paid leaves because of illness or injury affecting themselves or their family members. Regular University of Kentucky staff employees with a 50% FTE or greater can donate up to ten days of Vacation Leave per year to the pool. Below are instructions for donating.

- Log into MyUK Employee Self Service
- Select the **Work Time & Leave Requests** link.



- Select the **Shared Leave Donation** link.



- Complete the applicable donation amount, sign, and click **<save & submit>**



The screenshot shows a form titled "SAVE & SUBMIT" with a floppy disk icon. Below the title, the text reads: "Select the number of days you want to donate". There are 20 radio button options arranged in four rows of five: .05 days, 1 day, 1.5 Days, 2 Days, 2.5 days; 3 days, 3.5 days, 4 days, 4.5 days, 5 days; 5.5 days, 6 days, 6.5 days, 7 days, 7.5 days; 8 days, 8.5 days, 9 days, 9.5 days, 10 days. At the bottom left, there is a "Click Here to Sign Form" button with a person icon and a checkmark.

- Once you click, **<save & submit>** a confirmation message will appear on the screen. Please screen shot and save the message for future reference.

For more information about the Staff Shared Leave Pool, please click [here](#).