



Miami-Dade County

Donate Leave to Leave Pool– Job Aid

DESCRIPTION

This job aid is for all employees.

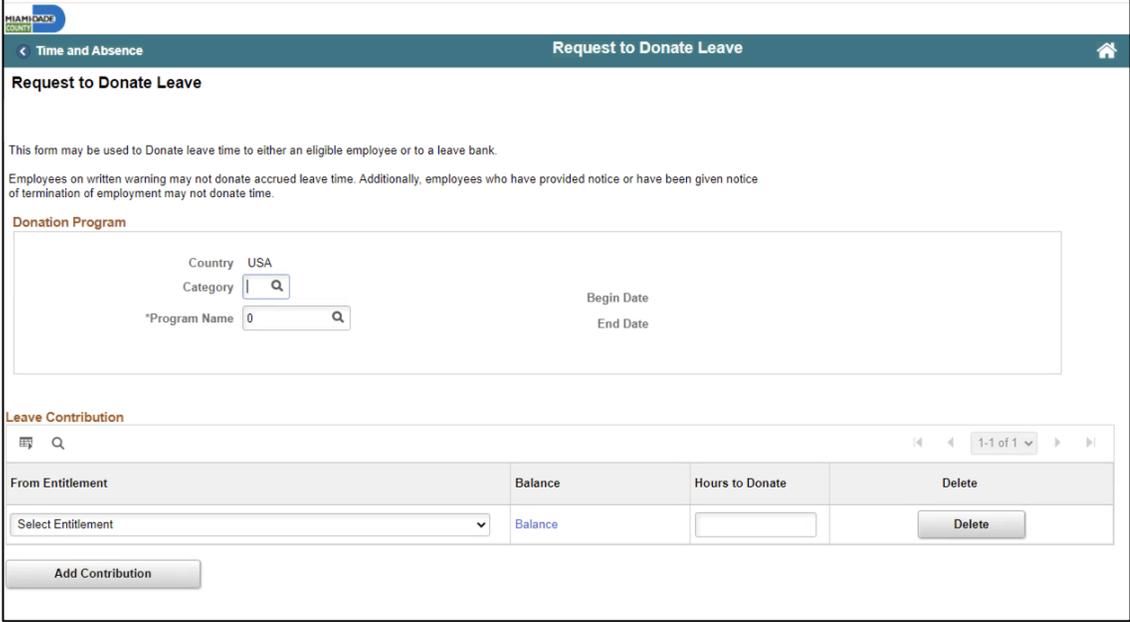
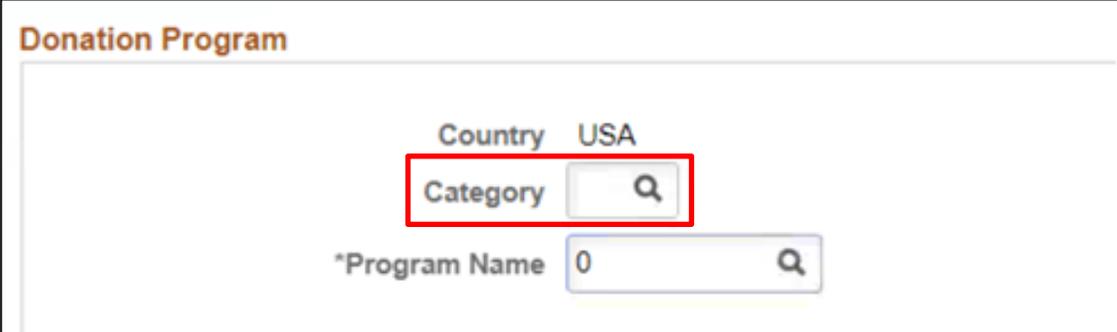
Employees can donate hours from their banks to Leave Pools of their choice in Employee Self Service.

Employees can donate to four different categories of Leave Pools:

- 1) Bank – Department Leave Pool.
- 2) Bank – Special Event Bank Leave Pool.
- 3) Individual – Special Leave Pool.
- 4) Individual – Sick Leave Pool.

This document will help employees through the necessary steps to donate to a given Leave Pool.

DONATE LEAVE TO LEAVE POOL – JOB AID

Step	Action
1.	<ul style="list-style-type: none"> Log into INFORMS. Navigate to Request to Donate Leave Page: INFORMS Fluid Menu > Employee Self-Service > Time and Absence tile > Request to Donate Leave tile. 
2.	<ul style="list-style-type: none"> Search for the Leave Pool the user wants to donate to: <ul style="list-style-type: none"> Category (optional) – this will help the user narrow down the list of available Leave Pools based on the category. If the employee knows what category of Leave Pool they are donating to, this can minimize the search results on the following field. The different Leave Pool types are: <ul style="list-style-type: none"> Bank – Department Leave Pool. Bank – Special Event Bank Leave Pool. Individual – Special Leave Pool. Individual – Sick Leave Pool. 

- Program Name (required):
 - Click on the **Magnifying Glass icon** in the field to search through all the Leave Pools, and a pop-up search page appears.
 - Click on **Advanced Lookup**.

3.

Leave Program	Description
00000006	FINANCE
00000014	INFORMATION TECHNOLOGY
00000018	COUNTY ATTORNEY'S OFFICE
00000026	PLANNING & ZONING

- Now the user will be able to search by description. Users can choose the "begin with" default option if they know what the leave program description starts with, or if they know part of the pool's name, they can choose Description "contains."
- For example:

Look Up Program Name

Leave Program begins with []

Description contains poli

Search Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

Leave Program	Description
00000032	POLICE

Now that the user has selected which Leave Pool they will be donating to, they can go ahead and select the Entitlement from which they want to donate, such as Annual Leave, for example. Once they select the Entitlement, the page displays the last finalized balance available for that leave in the system.

4.

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Time and Absence Request to Donate Leave

Request to Donate Leave

This form may be used to Donate leave time to either an eligible employee or to a leave bank.

Employees on written warning may not donate accrued leave time. Additionally, employees who have provided notice or have been given notice of termination of employment may not donate time.

Donation Program

Country USA
Category POLICE
*Program Name 00000032 POLICE
Begin Date 11/21/2016
End Date

Leave Contribution

From Entitlement	Balance	Hours to Donate	Delete
Annual Leave	613.50	[]	Delete

Add Contribution

5.

- Now, the employee must enter **Hours to Donate**, which is how many hours they wish to donate.
- Once they select how many hours they wish to donate, the employee will need to scroll down the page, read and acknowledge the **Agreement and Compliance** verbiage, and check the checkbox that says, "I hereby confirm that I have read and comply with the given statements."
- Then they can **Submit** the donation.

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Time and Absence Request to Donate Leave

Leave Contribution

From Entitlement	Balance	Hours to Donate	Delete
Annual Leave	613.50	8	Delete

Add Contribution

Agreement and Compliance

- I have read the Leave Donation Policy.
- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.
- I hereby confirm that I have read and comply with the given statements.

Submit Save for Later

* Required Field

6.

- Once submitted and automatically approved, the system will pick up the donation and process it, reducing the employee's balance. Then, the donation will be reflected in the total available for the Leave Pool.
- The user will click **OK** to acknowledge the confirmation.

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Time and Absence Request to Donate Leave

Request to Donate Leave

Approve Confirmation

✓ Your Request has been Approved.

OK

7.

The employee is then automatically transferred to the Leave Donation History Page, where they can see their Donations.

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select Refresh. Select the Request Type link to view request details. Select Edit button to modify and delete the request.

Begin Date End Date

Request History

Submit Date	Leave Program Name	Request Type	Approval Status	Process Status	Edit
06/13/2022	POLICE	Donate	Approved	Unprocessed	<input type="button" value="Edit"/>

8.

- Optional – The employee can edit unprocessed transactions only. If the transaction has been processed (it will be processed at least once daily), then the user can no longer edit the transaction.
- Example – The user decides right after entering the transaction to cancel it because maybe they chose the wrong Leave Program or no longer wish to donate. They can select **Edit** on the unprocessed transaction or scroll down and select the **Cancel** button if they wish to cancel the transaction entirely.

Category Begin Date 11/21/2016

*Program Name End Date

Leave Contribution

From Entitlement	Balance	Hours to Donate	Delete
Annual Leave	613.50	8.00	<input type="button" value="Delete"/>

Agreement and Compliance

- I have read the Leave Donation Policy.
- I acknowledge that if I am donating hours/days to this program or to another employee, I authorize the donation of hours/days and understand that the donation is irrevocable.
- I certify that I have not provided or been given notice of termination.
- I certify that I am currently not on a written warning of any kind.
- I hereby confirm that I have read and comply with the given statements.

[Return to Leave Transfer Requests History](#)

* Required Field