

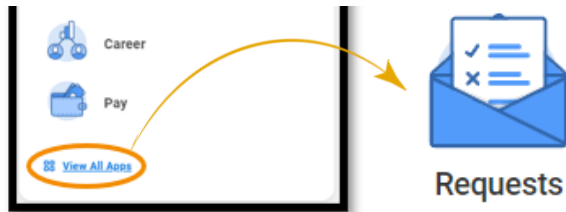
Absence: Requesting PTO Donations

HOW DONATIONS WORK

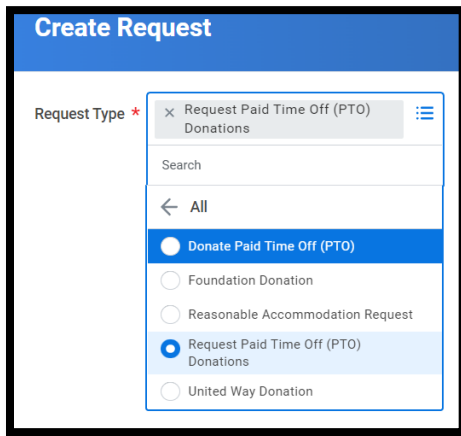
PTO Donations can be requested by employees who have exhausted their own PTO but still have a need to take time off for their own (or a family member's) serious medical condition, a catastrophic event/emergency, or a military leave of absence.

REQUEST PTO DONATIONS

1. Click the **Requests** icon on your Workday home page.

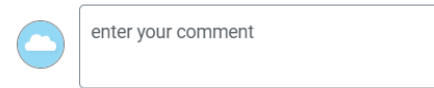


2. Click **Create Request** and click **All**, then choose **Request Paid Time Off (PTO) Donations**.



3. Click **OK**.
4. Read the instructions at the top of the page, and then answer all questions.

5. Enter the appropriate comment in the **Comment** box.



6. Then click **Submit**.
7. Upon successful submission you will see:

You have submitted

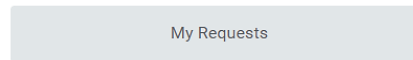
Up Next: Absence Partner, Close Request, Due Date 02/09/2022

[View Details](#)

VIEWING PAST REQUESTS

1. Click **My Request** in the Request application.

View



2. You can see all your previous requests here. Click on the blue link to see the detail.



3. Once you have clicked on the blue link look for **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**.

For more help, please reach out to our Employee Contact Center at 570-271-6640 or EmployeeContactCenter@geisinger.edu