

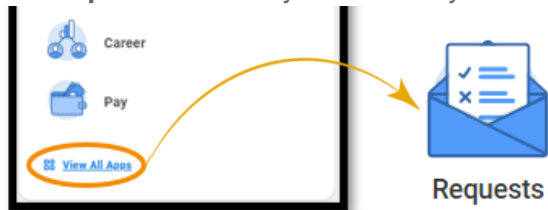
Absence: Donating PTO

HOW DONATIONS WORK

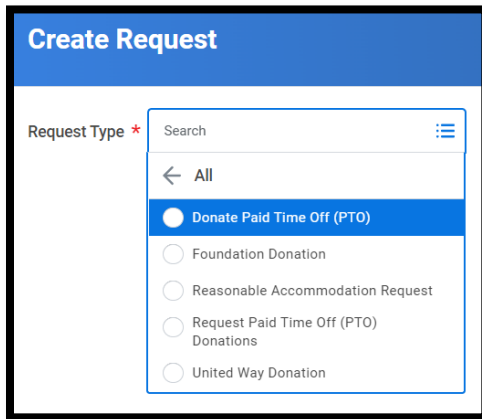
Employees who wish to support fellow Geisinger team members facing serious medical conditions, catastrophic events/emergencies, or military leave of absences can donate some of their own PTO. **Employees may not donate less than 1 hour of PTO and may not reduce their PTO balance below 40 hours.**

DONATE PTO

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



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



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

NOTE: If you wish to donate to a specific employee who has requested donations, you will need to enter their name and department, and/or the Worker ID of that employee. Any unused donated PTO at the end of the recipient's need will be allotted to another employee in need. Unused time will **not** be returned to the donating employee.

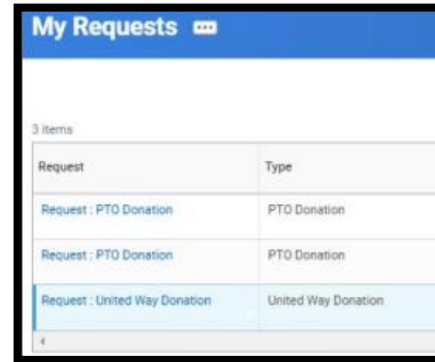
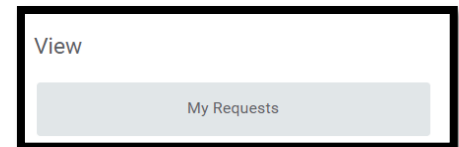
5. Then click **Submit**.
6. Upon successful submission you will see:

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.
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 donation 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