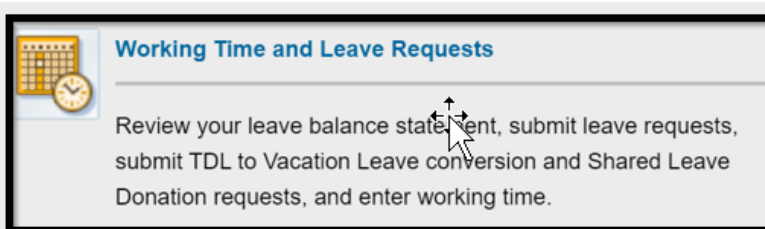


Shared Leave Pool Donations

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>**

- 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](#).