



## Shared Leave Pool Donations

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




### Working Time and Leave Requests

Review your leave balance statement, submit leave requests, submit TDL to Vacation Leave conversion and Shared Leave Donation requests, and enter working time.

- Select the Shared Leave Donation link

### Shared Leave Donation

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

 SAVE & SUBMIT

### Select the number of days you want to donate

- .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



Click Here to Sign Form

- 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 on the Staff Shared Leave Pool, please click [here](#).