

Illness Leave Bank Donations: Specific Information for Local 459, 512 Supervisors and Non-Represented Employees

Local 459 – Large, RN, Residential Techs and Overnight Techs may donate Sick/PDO/PTO to any other Large, RN, Residential Tech or Overnight Tech requesting donations once their Illness Leave Bank is available to accept donations in Connect. Donations cannot be made retroactively, and will expire 30 calendar days from the date the Illness Leave Bank is established in Connect. Any unused hours will be transferred to the Local 459 General Illness Leave Bank.

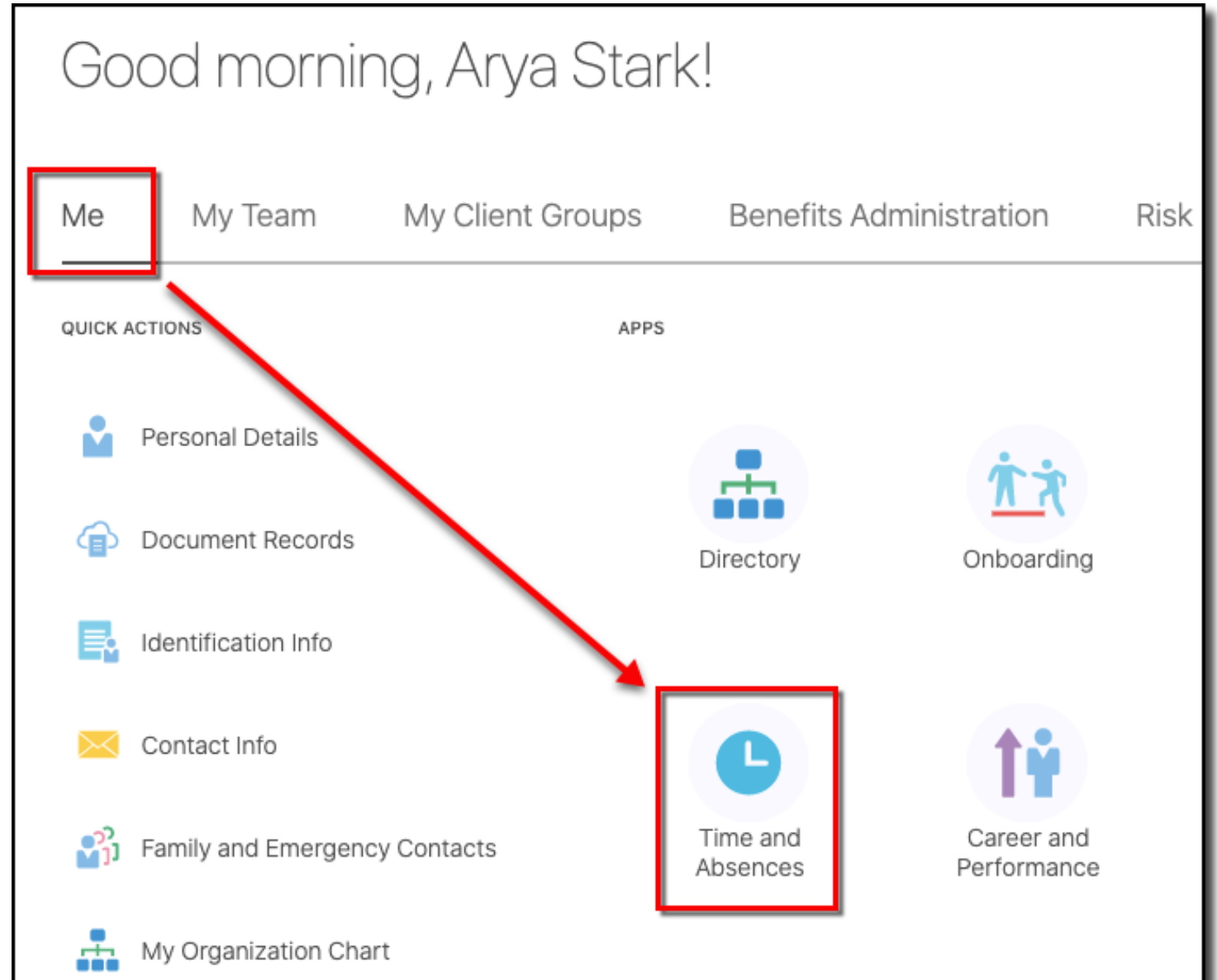
512 Supervisors – 512 Supervisors may donate Sick time to any other 512 Supervisor requesting donations once their Illness Leave Bank is available to accept donations in Connect. Donations cannot be made retroactively, and will expire 30 calendar days from the date the Illness Leave Bank is established in Connect. Any unused hours will be voided and are not available for use by any other member.

Non-Represented Employees – Non-Rep employees may donate sick time to any other Non-Rep employee requesting donations once their Illness Leave Bank is available to accept donations in Connect. Donations cannot be made retroactively, and will expire 30 calendar days from the date the Illness Leave Bank is established in Connect. Any unused hours will be voided and are not available for use by any other member.

Illness Leave Bank Donations:

Select **Me** to display your employee functions

Click **Time and Absences**



3. Click the **Donations** tile

AS

Arya S Stark



Current Time Card

Open your current time card.



Existing Time Cards

Access all of your time cards.



Request Time Change

Send a request to change your worked time.



Add Absence

Request an absence and submit for approval



Absence Balance

Review current plan balances and absences taken or requested



Existing Absences

View, change or withdraw existing absence requests



Cash Disbursements

Sell a portion of your plan balance.



Donations

Donate a portion of your plan balance to a coworker.



Calendar

View your shifts, absences, and public holidays.

4. To submit a donation, click +
5. You can either enter a new date or accept the default of the current **date**
6. Enter **Title**
7. Enter the desired qualified **plan**
8. Enter **Recipient Type** (Individual or pool)
5. Enter the desired **recipient**
6. Enter the **donation amount** in terms of hours between 1 and 90 in increments of 1
7. Click **save**

Existing Donations

+

After a donation is added, you can see it here.

Existing Donations

+

Date

1/17/25

Business Title

Payroll and Benefits Assistant

Plan

Sick - NonRep

Balance

46.769 Hours

Recipient Type

Individual

Recipient

Nicole Stephens

Donation Amount

8.000

Cancel

Save

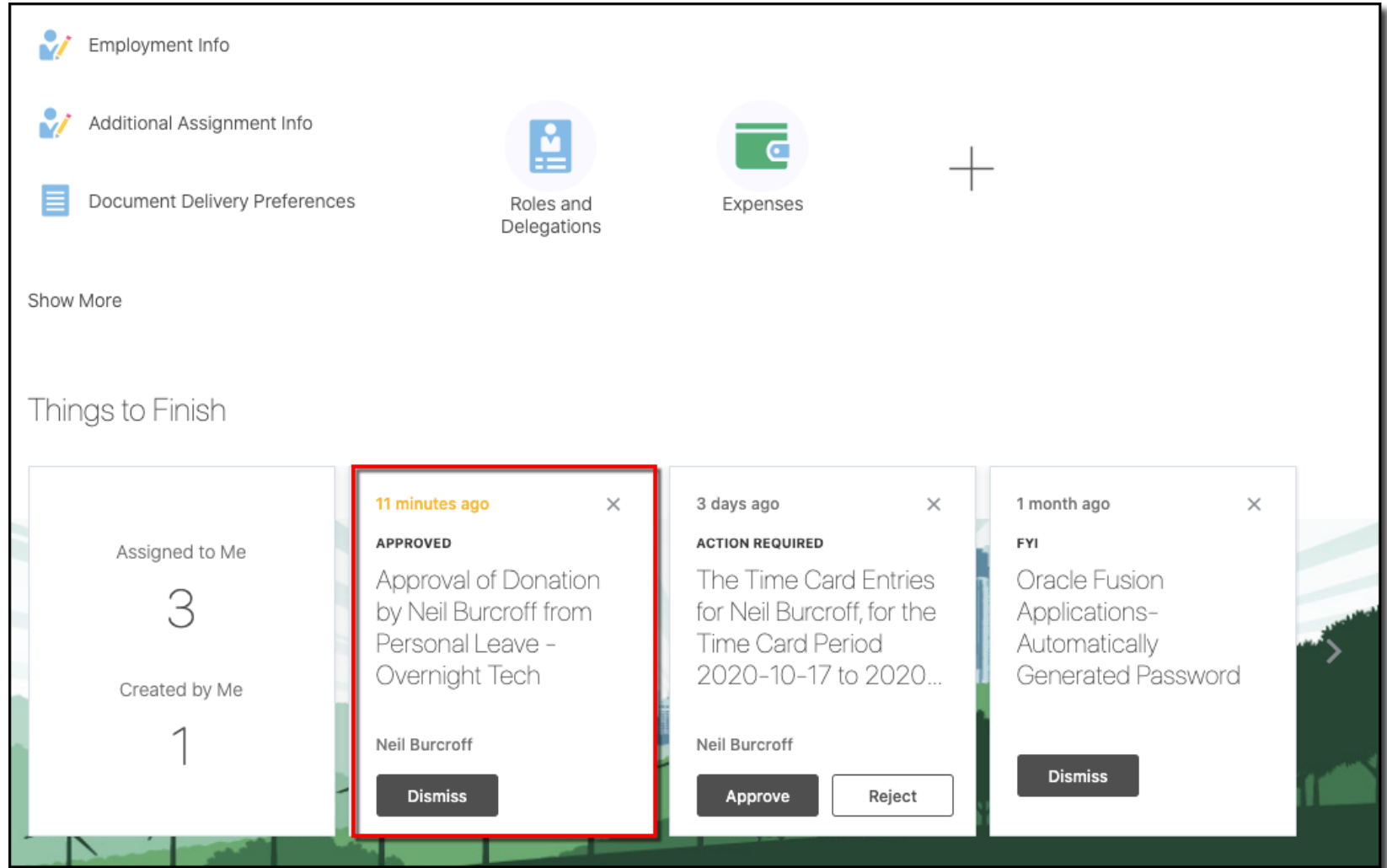
8. The donation will automatically approve as soon as Connect processes the donation

Note: It may take a few minutes for the transaction to display “Approved”

Existing Donations			+
Nicole Stephens Individual Payroll and Benefits Assistant			Approved
Date 1/17/25	Plan Sick - NonRep	Donation Amount 8 Hours	

9. A notification will appear at the bottom of your home page under **Things to Finish** indicating you have successfully donated time

End of Procedure



The screenshot displays the ESS home page interface. At the top, there are navigation links: 'Employment Info', 'Additional Assignment Info', 'Document Delivery Preferences', 'Roles and Delegations', and 'Expenses'. Below these is a 'Show More' link. The 'Things to Finish' section is highlighted with a red box and contains three notifications:

- Assigned to Me:** 3 items. Created by Me: 1 item.
- 11 minutes ago (APPROVED):** Approval of Donation by Neil Burcroff from Personal Leave - Overnight Tech. Neil Burcroff. Dismiss button.
- 3 days ago (ACTION REQUIRED):** The Time Card Entries for Neil Burcroff, for the Time Card Period 2020-10-17 to 2020... Neil Burcroff. Approve and Reject buttons.
- 1 month ago (FYI):** Oracle Fusion Applications- Automatically Generated Password. Dismiss button.