Sick Leave Direct Donation Processing Flowchart

Is the donor eligible to donate hours to the recipient? (Check workstation and leave balance information for determination).

Yes → Process leave transactions and send appropriate communications to recipient and donor

No → Return the Sick Leave Direct Donation - Donor Form to the donor indicating not eligible.

Is the recipient eligible to receive hours (check leave balance information including reviewing for eligibility under SLP).

Yes → Review medical certification to determine duration of medically certified leave in relation to total hours available for donation. Does number of hours donated exceed medical certification?

Yes → Recalculate number of hours to be donated based on medical certification and update Donor and Recipient Forms as appropriate, process leave transactions and send appropriate communications to the donor and recipient including information on recertification for any additional hours to be processed

No → Return the Sick Leave Direct Donation - Donor Form to the donor indicating not eligible. Notify recipient donation will not be processed because contingent on qualification of medical emergency.

No → Is the donation contingent on medical emergency qualification?

Yes → Have Recipient Form completed, request medical certification for medical emergency determination

No → Have Recipient Form completed, process leave transactions and send tax form to payroll for processing, send appropriate communications to recipient and donor

Does medical documentation support medical emergency?

Yes → Review medical certification to determine duration of medically certified leave in relation to total hours available for donation. Does number of hours donated exceed medical certification?

Yes → Recalculate number of hours to be donated based on medical certification and update Donor and Recipient Forms as appropriate, process leave transactions and send appropriate communications to the donor and recipient including information on recertification for any additional hours to be processed

No → Return the Sick Leave Direct Donation - Donor Form to the donor indicating not eligible. Notify recipient donation will not be processed because contingent on qualification of medical emergency.

Sick Leave Direct Donations webpage:
employees.tamu.edu/benefits/leave/sick-leave-direct-donation