Direct Sick Leave Donation Processing Flowchart

Is the donor eligible to donate hours to the recipient?

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

Yes ↓

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

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

Yes ↓

Is the donation contingent on medical emergency qualification?

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

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

→ Does medical documentation support medical emergency?

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

No → Process leave transactions and send appropriate communications to recipient and donor

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