



# Learn about the University's Shared Leave Program: [umurl.us/ShrdLv](http://umurl.us/ShrdLv)

## Support your colleagues! Donate to the Shared Leave Program.

*The Shared Leave Program enables eligible employees to donate accrued vacation leave benefits to a pool. This pool will be used to provide additional paid leave benefits to eligible employees who have experienced certain catastrophic events personally or within their family and have exhausted other sources of paid leave.*

### Donating Leave Time

To be eligible to donate shared leave time, staff must be regular administrative, service and support employees who have successfully completed the probationary period. In addition, non-regular academic employees who are eligible for paid leave plans and have been employed for at least six months in a leave-accruing position may also donate. Please note, you must retain a minimum balance of 40 hours of vacation when donating.

### Applying for Shared Leave

To be eligible to receive shared leave, you must: be a regular administrative, service and support employee or a non-regular academic employee who is eligible for paid leave; have completed your probationary period; be experiencing a catastrophic event; and have exhausted all forms of paid leave (i.e., vacation, sick, personal and compensatory time).

### Need Assistance?

To learn more about program and find out how to donate to or apply for hours from the Shared Leave Program, please visit our webpage at <http://umurl.us/shrdlv>.

