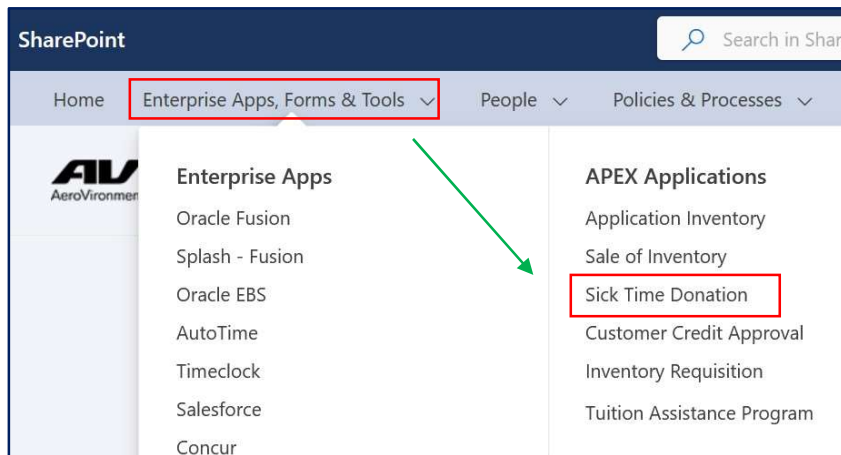


AV BENEFITS JOB AID

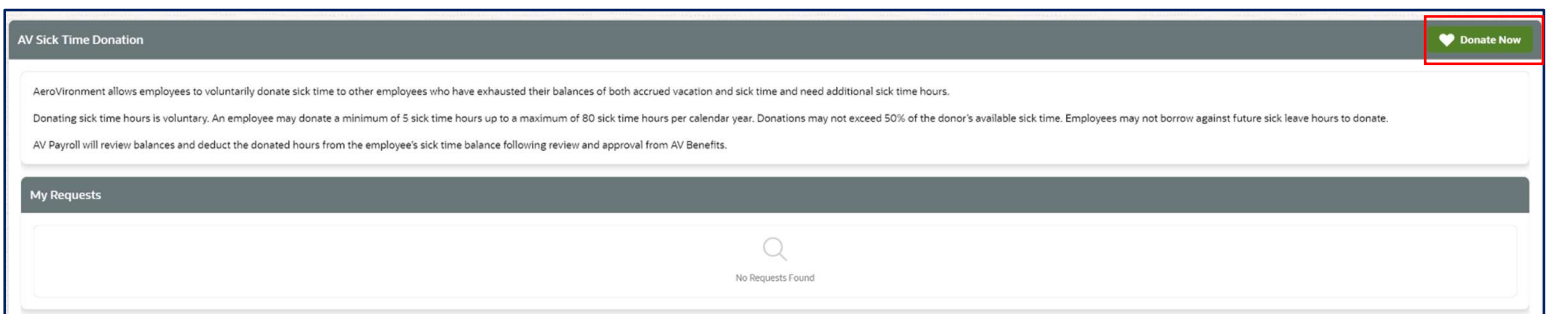
ESS – Sick Time Donation

To donate hours, navigate to Sick Time Donation in AV SharePoint.

Enterprise Apps, Forms & Tools > APEX Applications > Sick Time Donation



From the landing page, click **Donate Now**



Employee Information, Available Sick Hours, and Request Status will auto populate

1. Read and click **I understand** to acknowledge donation criteria.
2. Enter the amount of hours being donated.
3. Click **Donate**.

I understand:

- The donation of sick time hours is voluntary.
- My sick leave balance will be reduced by the specified number of hours listed above or the number of hours approved by AV Payroll, whichever is less.
- Donated sick time hours will go into a donation bank for use by any eligible recipient.
- Sick time hours may not be donated to any specific employee.
- The recipient identity will not be disclosed to me.
- This decision is not reversible as of the date this form is signed.

When the donation is approved by P&C, employees will receive an email.