

Helpful Resources and Documents

GAO Technical Bulletin [12-01 Donations of Annual Leave between Related Employees Working in Different Agencies](#)  
 HRIS Training – [Donated Annual Leave Personnel Rules R2-5A-B602.F](#)

Forms:

Agency Donated Leave Request Form  
[GAO-209 Employee Interagency Annual Leave Contribution and Restoration](#)

Agency Payroll functions:

1. Verify employee is eligible to receive Donated Leave
2. Verify the Donated Leave form has been completed and signed by each donating employee
3. Donated Leave Batch maintenance – Monitor for expiration of benefit
4. Complete Interagency Leave Contribution and Restoration
5. Process Return timely - Must process return even if balance is zero
6. Manually Process all batch return errors

Deadlines:

If Donated Leave is going to be used in a specific pay period, the batch must be created no later than Monday (Day 1) of pay week. Donated leave batches created on compute Tuesday will not have hours available for the recipient to use until the next pay period.

Maximum Duration: Six consecutive months or, if intermittent, 1040 hours.

The State of Arizona offers a Donated Leave program. The Personnel Rules detail requirements of the program. The amount of donated annual leave an employee receives is calculated using each of the employee's hourly rates of pay. If the recipient does not use all the donated annual leave, the unused portion of leave is returned to the donating employee(s) on a pro-rated basis.

Donated Annual Leave is processed using five HRIS screens:

- Donated Annual Leave Batch Maintenance (ZT70.5)
- Donated Annual Leave (ZT70.1)
- Donated Annual Leave sub form (ZT70.3)
- Donated Annual Leave Return (ZT70.2)
- Donated Annual Leave Return sub form (ZT70.4)

Donations to and from are based on the dollar value of the hours donated, not the hours alone. The complex calculation requires conversion of donated hours to a value based on the recipient's rate of pay. If there are hours remaining, the return of hours is determined by calculating a pro rata percentage of hours remaining to total hours donated. Of those remaining hours, calculate the dollar value to be returned to the donor(s), then convert that dollar value to an hours equivalent based on the hourly rate.

Donations received after initial donation batch is processed

On occasion, a Donated Leave batch will be opened and processed and then shortly thereafter, another batch of donations is received. A recipient cannot have more than one batch open at a time.

- If Donation hours have all been used (Donated Leave balance = 0):
  - Process Return of Donations on ZT70.2 and start a new batch on ZT70.5
- If Donation hours have not been used (Donated Leave balance > 0):
  - Add the new donors to the existing batch ZT70.1

Interagency Donor Calculation

If an eligible donor is not within the recipient's agency, the donation calculations must be completed manually and entered using LP70.

<u>Employee</u>	<u>Donation of Leave</u>	<u>Return of Leave</u>	<u>Responsible Agency</u>
Donor	Negative LP70	Positive LP70	Donor Agency
Recipient	Positive LP70	Negative LP70	Recipient Agency

Example of Calculation of Donation and Return of Donated Leave

EIN 98765 – requests and is approved for leave donations, hourly rate: \$25.6124

EIN 12345 – donates 40 hours, hourly rate \$20.0230 (\$19.0695 base X 1.05 2<sup>nd</sup> shift differential)

EIN 23456 – donates 10 hours, hourly rate \$18.5521 (\$17.6687 base X 1.05 2<sup>nd</sup> shift differential)

EIN 34567 – donates 40 hours, hourly rate \$20.0230 (\$19.0695 base X 1.05 2<sup>nd</sup> shift differential)

EIN 45678 – donates 10 hours, hourly rate \$20.4737

EIN 56789 – donates 16 hours, hourly rate \$22.0964

EIN 67890 – donates 20 hours, hourly rate \$21.8028 (\$20.7646 base X 1.05 2<sup>nd</sup> shift differential)

EIN 78901 – donates 40 hours, hourly rate \$24.8061

		A	B	C	D	E	F	G
<u>Calculation</u>				(A# * B#)		(A * B) / C		(E9 - F9)
Donation	EIN	Hours Donated	Donor Hourly Rate <small>(Includes shift differential)</small>	\$ Value of Hours Donated	Recipient Hourly Rate EIN 98765	Hours Deposited	Hours Used	Hours Remaining
	1	12345	40	\$20.0230	\$800.92	\$25.6124	31.27	
	2	23456	10	\$18.5521	\$185.52	\$25.6124	7.24	
	3	34567	40	\$20.0230	\$800.92	\$25.6124	31.27	
	4	45678	10	\$20.4737	\$204.74	\$25.6124	7.99	
	5	56789	16	\$22.0964	\$353.54	\$25.6124	13.80	
	6	67890	20	\$21.8028	\$436.06	\$25.6124	17.03	
	7	78901	40	\$24.8061	\$992.24	\$25.6124	38.74	
	8							
	9		176		\$3,773.94	\$25.6124	147.35	119.26

		H	I	J	K	L	M	
<u>Calculation</u>		(G9 * D9) / C9	E# * H9	same as D	I# * J#	same as B	K# / L#	
Return	EIN	Return Calculation % <small>(Pro Rata % of Return based on recipient's value of hours used to value of total hours)</small>	Deposit Return <small>(Hours Deposited * Return Calculation %)</small>	Recipient Hourly Rate EIN 98765	Deposit Return converted to \$ value	Donor Hourly Rate	Donation Return <small>(Hours to be returned to Donor based on \$ value)</small>	
	1	12345		5.96	\$25.6124	\$152.67	\$20.0230	7.62
	2	23456		1.38	\$25.6124	\$35.36	\$18.5521	1.91
	3	34567		5.96	\$25.6124	\$152.67	\$20.0230	7.62
	4	45678		1.52	\$25.6124	\$39.03	\$20.4737	1.91
	5	56789		2.63	\$25.6124	\$67.39	\$22.0964	3.05
	6	67890		3.25	\$25.6124	\$83.12	\$21.8028	3.81
	7	78901		7.38	\$25.6124	\$189.15	\$24.8061	7.62
	8							
	9		19.06%	28.09				33.55

**ZT70.2 BATCH RETURN ERRORS**

Errors occurring on a batch return will be indicated by an asterisk “\*” in the Batch Error column, correcting these errors will require manual processing as detailed below. Click the “More” button to view the error.

ERROR MESSAGE	RECIPIENT	DONOR
Unable to determine employee's current annual plan	Use LP70 to remove Donated Leave hours	Contact GAO to remove master end date. Use LP70 to add hours to Annual Leave. Pay annual leave hours on next compute.
Not authorized to access employee	Use LP70 to remove Donated Leave hours	Contact new agency to use LP70 to add hours to Annual Leave
Field is required (There is history missing in Absence Management)	Contact GAO	Contact GAO
Employee status is not active or Employee is not in an active status	Use LP70 to remove Donated Leave hours	Contact the HRIS Help Desk to update employee to a pay status. Use LP70 to add Annual Leave Hours. Pay annual leave hours on next compute.

**INTERAGENCY DONATED ANNUAL LEAVE**

An employee may donate Annual Leave to a family member employed with another agency (See Personnel Rules as applicable).

	DONOR AGENCY	RECIPIENT AGENCY
<b>DONATION</b>	Obtain GAO209 & Verify Eligibility	Receive GAO-209 form
	Use LP70 to reduce contributor's annual leave balance using the current PPE date. Screen-print the LP70	Create Donated Leave batch ZT70.5
	Complete Contributor section of GAO-209 & send to recipient agency with LP70 screen print	Post the donated hours to the recipient employee's donated leave balance via LP70. Screen-print the LP70 Complete the Recipient's section on GAO-209

	DONOR AGENCY	RECIPIENT AGENCY
<b>RETURN</b>	Receive GAO-209 form with Restoration hours from recipient agency	Close Donated Leave batch ZT70.5
	Use LP70 to increase the balance for the donor's annual leave	Use LP70 to remove unused hours donated by contributor agency. Figure the percentages due for each donor, Screen-print LP70 & attach to GAO-209
	If Donor is terminated, you must contact the HRIS Help Desk to update the employee to a pay status. Pay out the annual leave balance on next compute	Complete Restoration section of GAO-209 and send to Contributor Agency with LP70 screen-print