To donate vacation time:

1. Log into KRONOS and choose the Request Off option on the right side of the screen.

2. Choose the TimeOffRequest option.
3. Complete the screen below.

- **Choose DSL – Donate Shared Leave.**
- **Start Date and End Date must be the same date.** Choose a date that you are not scheduled to work. A date is needed to apply the vacation deduction to the balance.
- **Start Time can be anytime you choose.**
- **Number of hours you wish to donate. Minimum 8 Hours. Must donate in hour increments.**
- **Do not change.**
- **Click Next to Process.**

**NOTE:** Once processed/approved you will see the pay code of DSL in your timecard with the amount of hours donated.