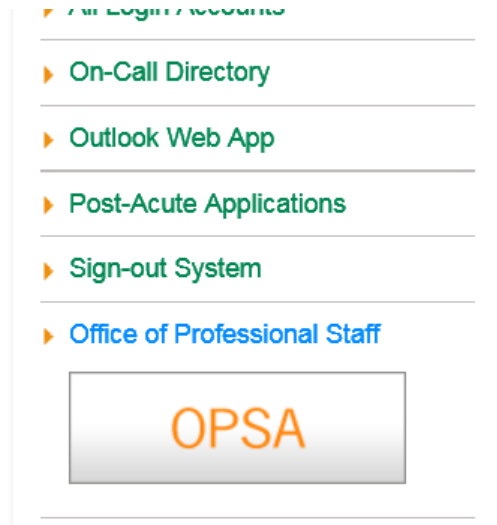
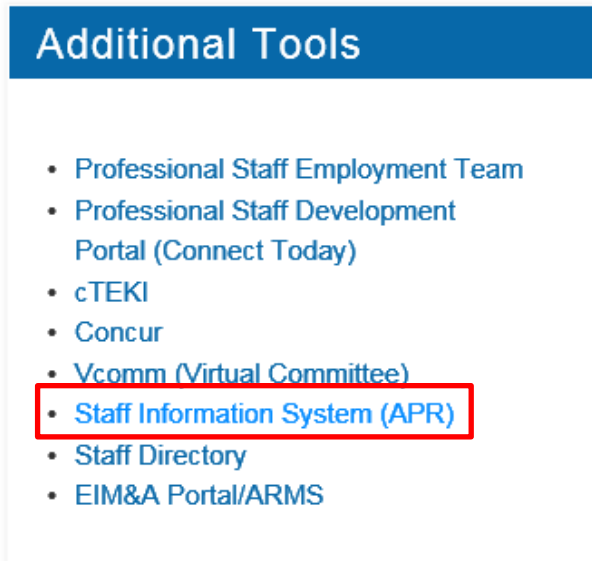


## Vacation Donation Job Aid

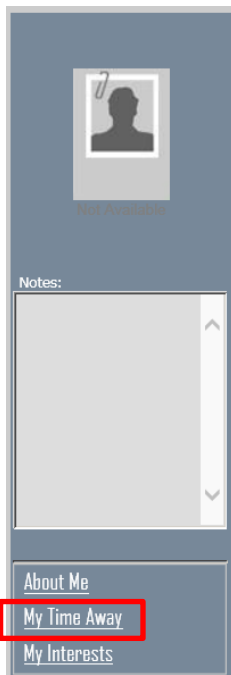
- 1.) Use this [link](#) to access Staff Information System directly. If using the link proceed to Step 3. Or Navigate to Doc|com and click on the OPSA button on the left side of the home page.



- 2.) Click on Staff Information System in the Additional Tools section



3.) Click on My Time Away



Not Available

Notes:

About Me

**My Time Away**

My Interests

4.) Click on Donate

Allocated		* Annual Allotment	Used	Balance	Allocated	UnAllocated
0	Vacation	35	1	34	16	18
	Meeting	26	0	26	0	26
0	ProNonMeeting	10	0	10	0	10

**Donate**    0    Vacation Days donated effective:

- 5.) The Staff Name and Staff Employee ID will automatically populate.  
 The current available vacation balance will be displayed.  
 Select which plan to donate and how many days.

Name: Staff Name

Employee ID: Staff Employee ID

Current Balance: 18      Amount of Day(s) you could donate: 3

Amount of Day(s) you already donated: 0

Please select the fund you wish to donate to

The Caregiver Hardship Fund 0

Caregiver Catalyst Grants 0

Donor signature: \_\_\_\_\_

My typed name above shall have the same force and effect as my written signature.

---

Submit

- 6.) Donated Days will be added to used days and deducted from balance. They will be displayed in the STA report as follows with the most recent donation reflected in effective date

Deductible	Available	Used	Balance
Meeting	26	0	26
Vacation	35	18.5	16.5
ProNonMeeting	10	0	10
VPR Bank [Cap/Limit : 40]	40	0	40
FML Bank [Cap/Limit : 40]	11	0	11

1.5

Vacation Days donated effective:

2/9/2021



**Cleveland Clinic**

**Office of Professional Staff Affairs**

7.) For any questions please contact either:

Mark Elinsky at [ELINSKM@ccf.org](mailto:ELINSKM@ccf.org) or (216) 636-2306

or

Russell Kline at [KLINER3@ccf.org](mailto:KLINER3@ccf.org)