Employee Self Service- Request to Receive Sick Leave Pool

Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off-campus) requires Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

For more information please visit:

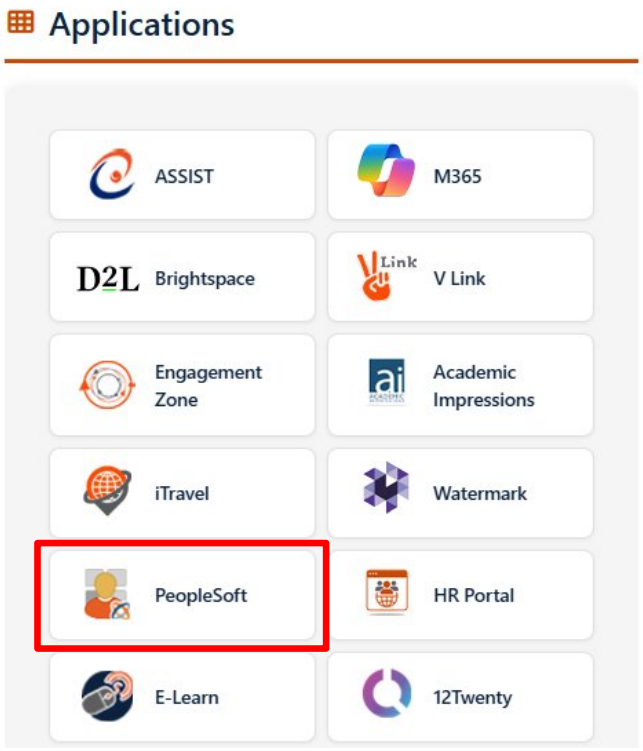
Microsoft Multifactor Authentication.

Log In

1. Navigate to https://my.utrgv.edu

2. Type in your credentials.

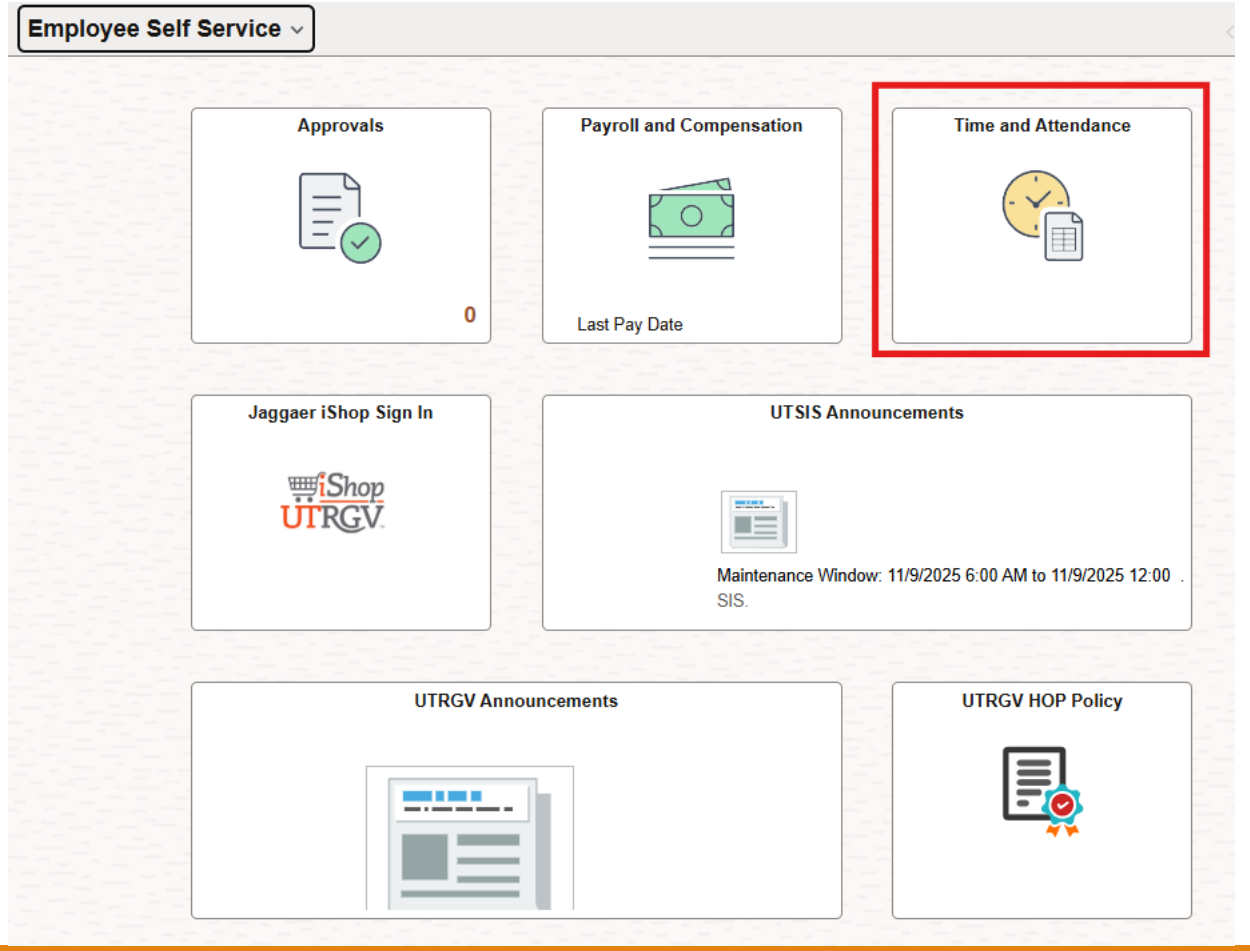
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.



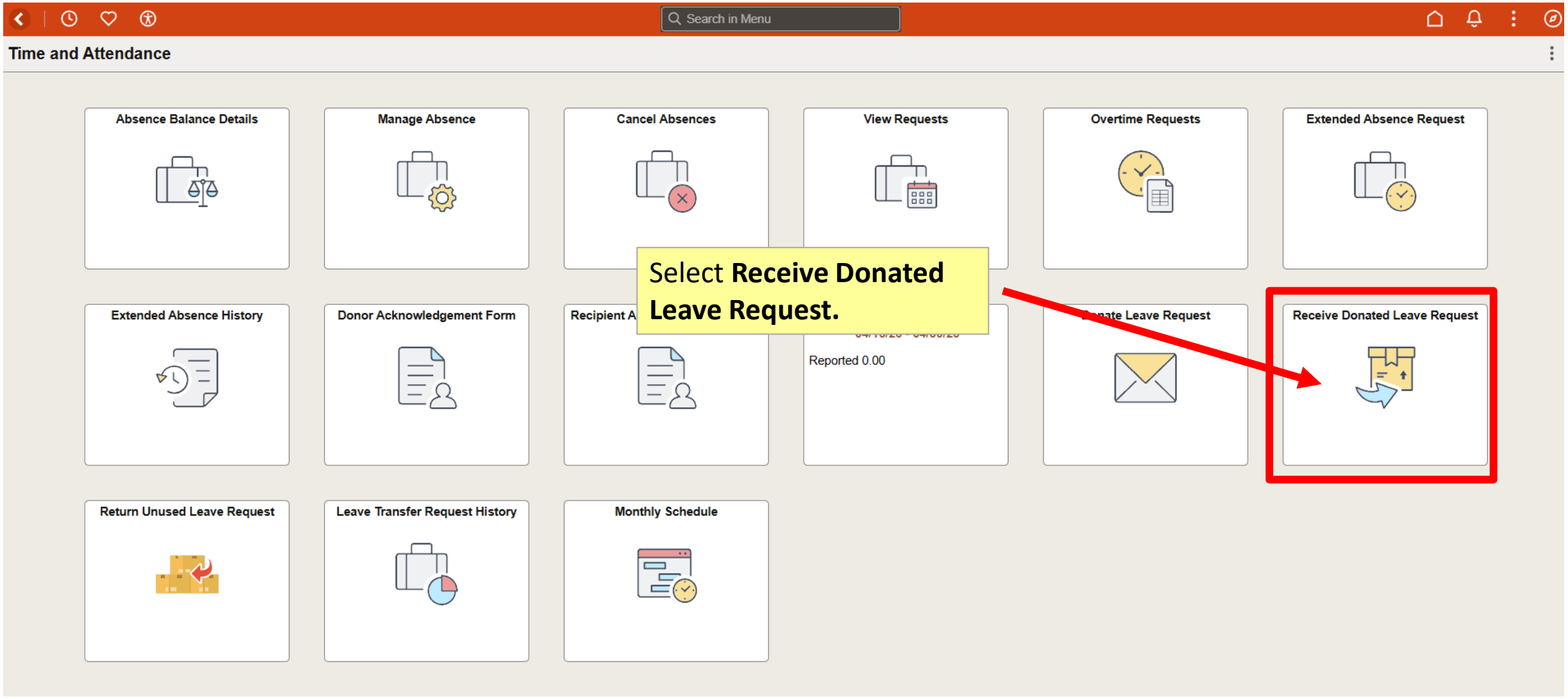
Navigate to Time and Attendance

1. PeopleSoft opens to the Employee Self Service page.

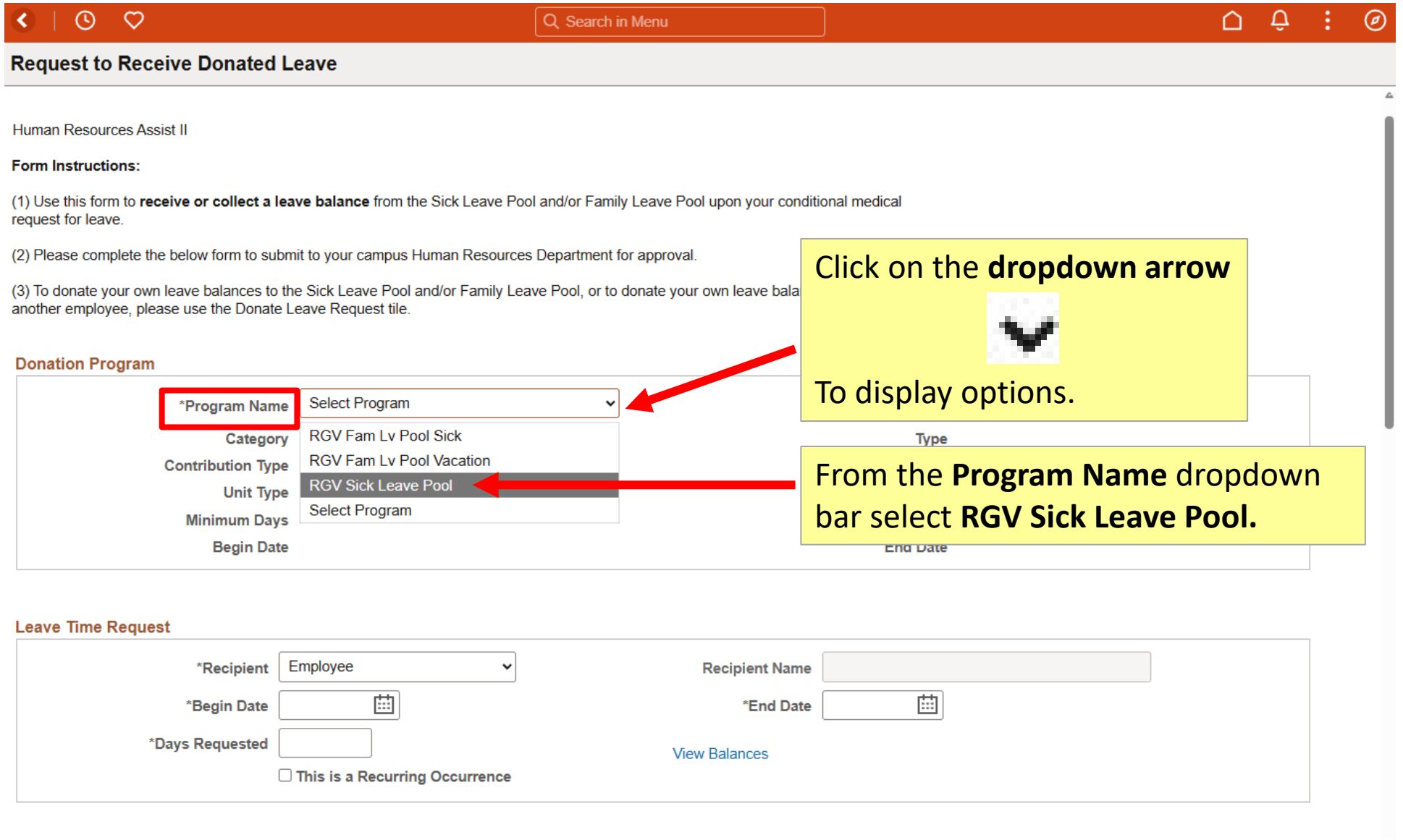
2. At the top of the page select Time and Attendance.



Time and Attendance Dashboard



Request Donated page



Click on the **dropdown arrow**

To display options.

From the **Program Name** dropdown bar select **RGV Sick Leave Pool.**

Select Dates

Search in Menu

Request to Receive Donated Leave

Human Resources Assist II

Form Instructions:

(1) Use this form to **receive or collect a leave balance** from the Sick Leave Pool and/or Family Leave Pool upon your conditional medical request for leave.

(2) Please complete the below form to submit to your campus Human Resources Department for approval.

(3) To donate your own leave balances to the Sick Leave Pool and/or Family Leave Pool, or to donate your own leave balances directly to another employee, please use the Donate Leave Request tile.

Donation Program

*Program Name: RGV Sick Leave Pool

Category: Bank
Contribution Type: One-Time
Unit Type: Hours
Minimum Hours:
Begin Date: 01/01/1990

Type: Voluntary
Frequency:
Ceiling Limit: 9999999999.99
Maximum Hours: 9999999999.99
End Date:

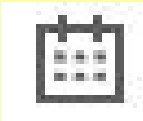
Select the **Begin Date** and **End Date** of Leave Request.

Leave Time Request

*Recipient: Employee
*Begin Date: 04/15/2026
*Hours Requested:
This is a Recurring Occurrence

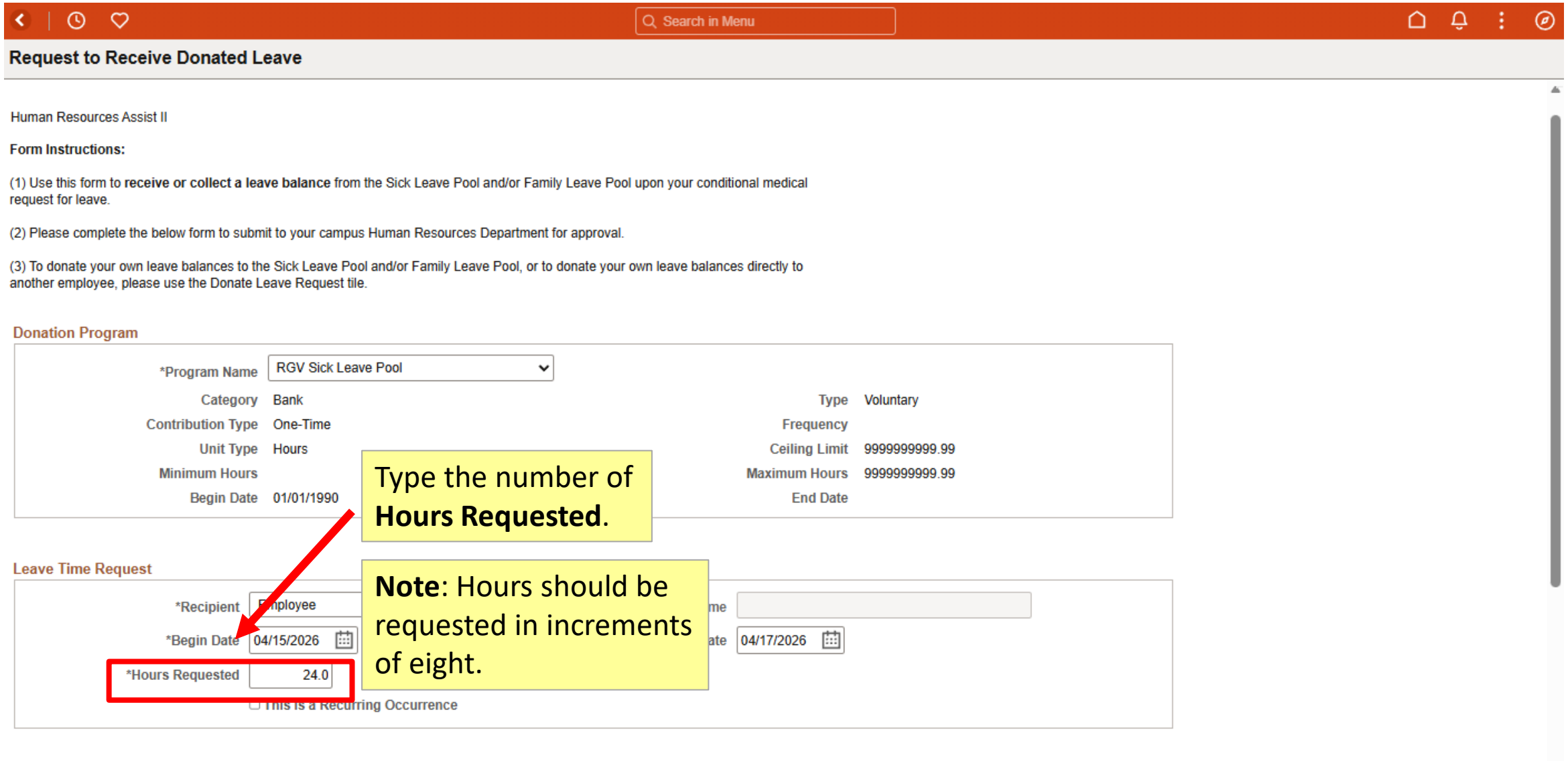
Recipient Name:
*End Date: 04/17/2026
View Balances

You can either **type** or **click** on the calendar icon

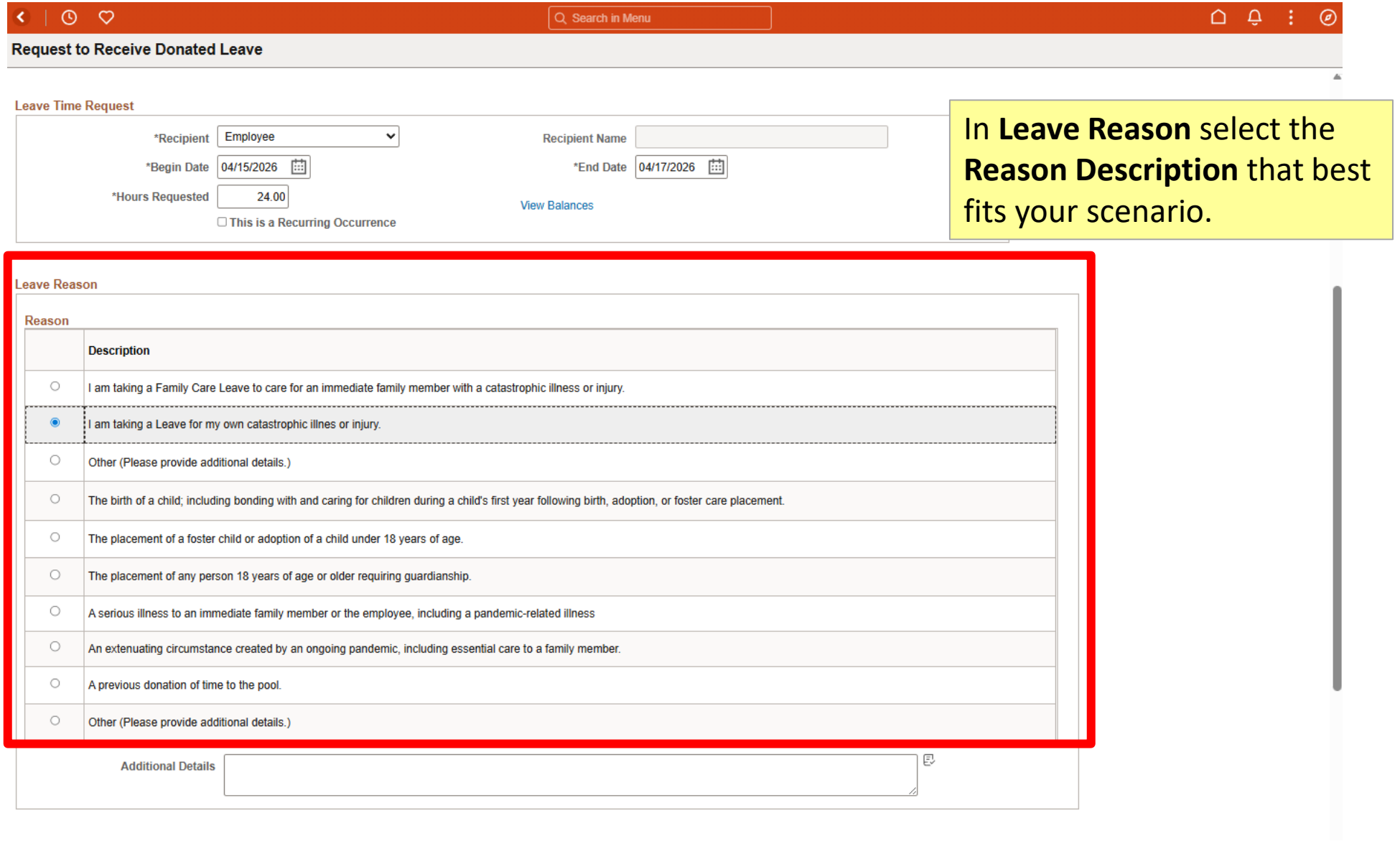


To select dates.

Hours Requested

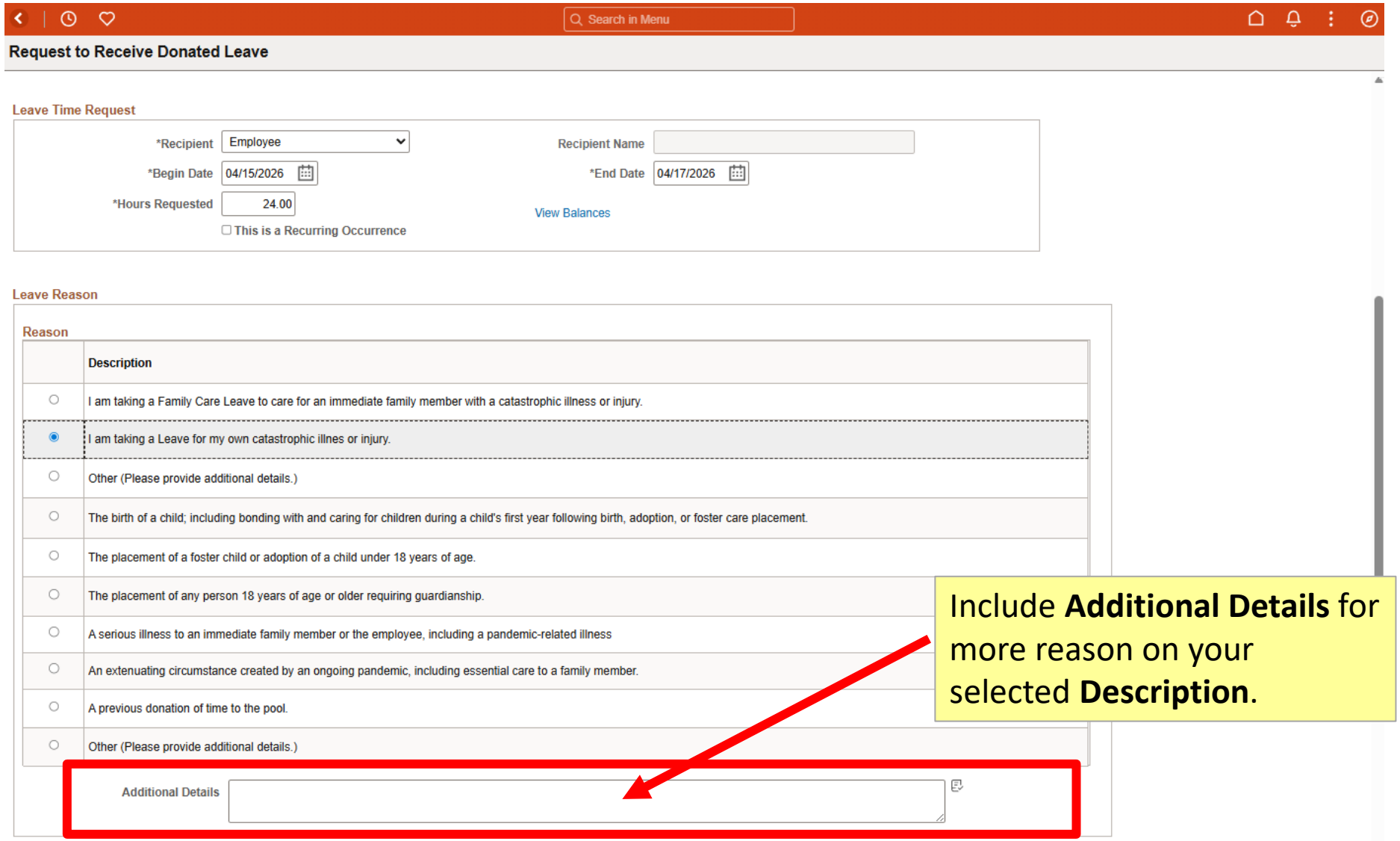


Select a Leave Reason

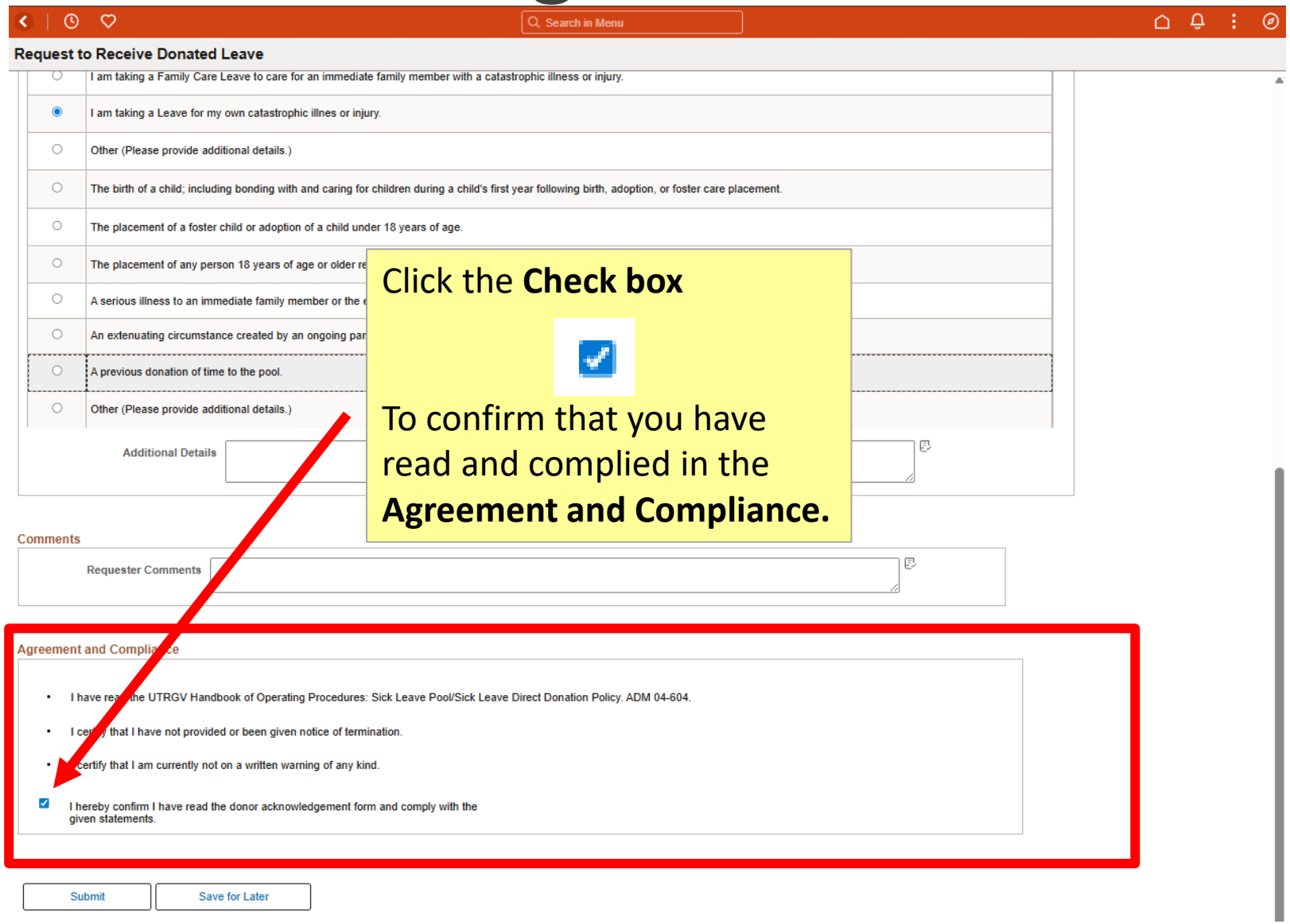


In **Leave Reason** select the **Reason Description** that best fits your scenario.

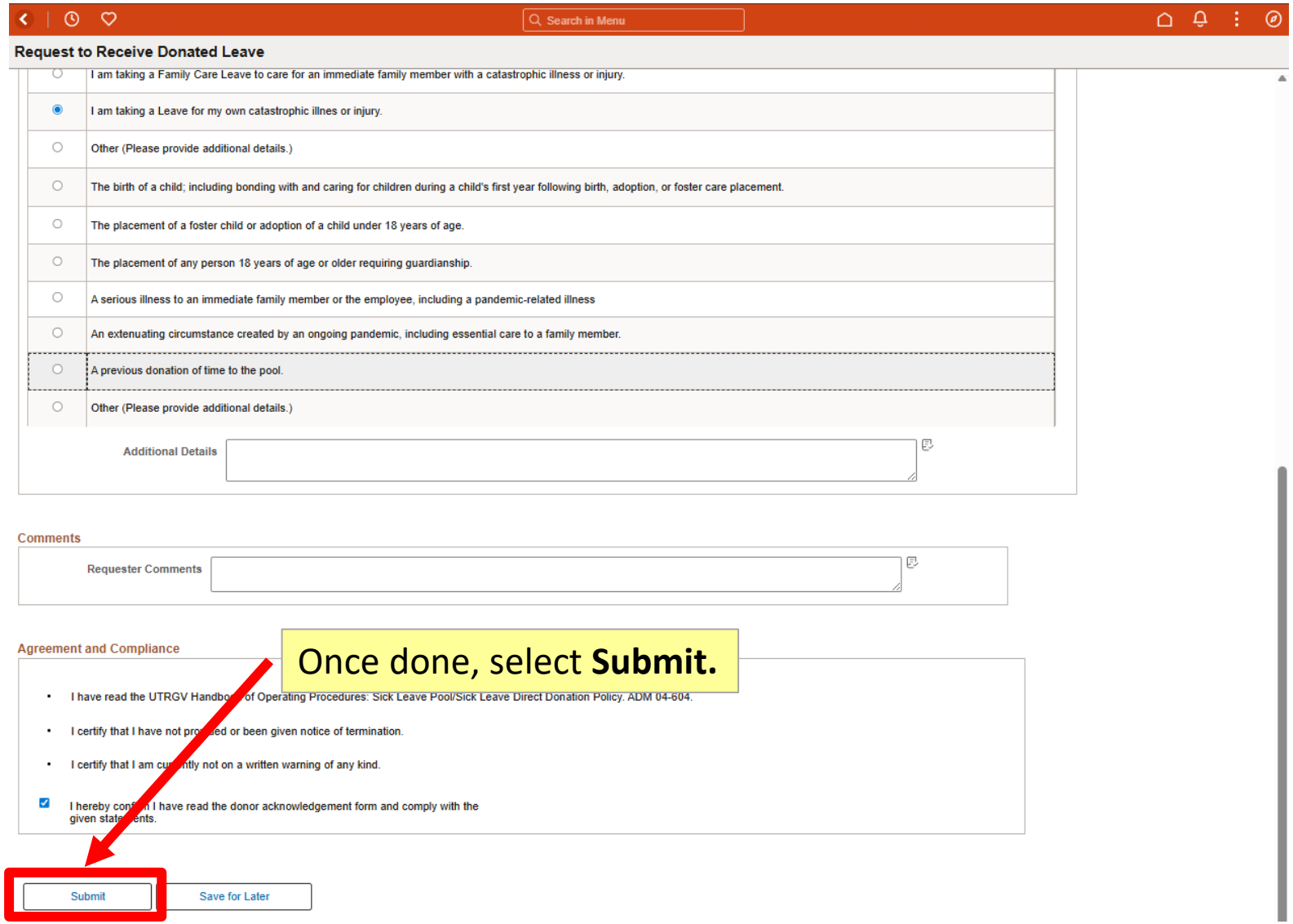
Additional Information



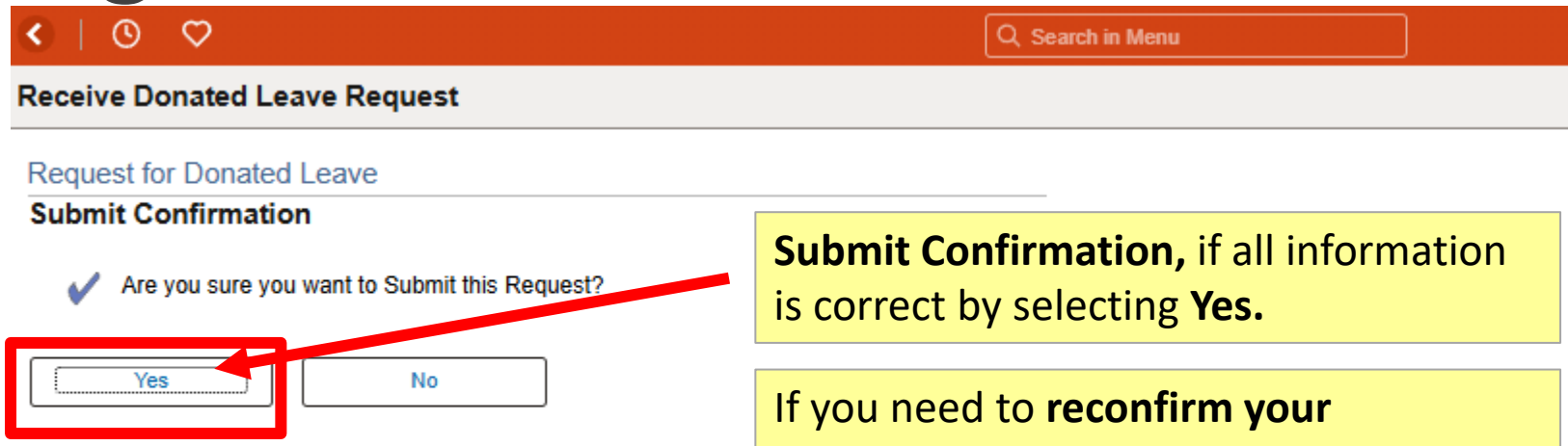
Confirm to Agreements



Submit Form


Search in Menu
Request to Receive Donated Leave
I am taking a Family Care Leave to care for an immediate family member with a catastrophic illness or injury.
I am taking a Leave for my own catastrophic illnes or injury.
Other (Please provide additional details.)
The birth of a child; including bonding with and caring for children during a child's first year following birth, adoption, or foster care placement.
The placement of a foster child or adoption of a child under 18 years of age.
The placement of any person 18 years of age or older requiring guardianship.
A serious illness to an immediate family member or the employee, including a pandemic-related illness
An extenuating circumstance created by an ongoing pandemic, including essential care to a family member.
A previous donation of time to the pool.
Other (Please provide additional details.)
Additional Details
Comments
Requester Comments
Agreement and Compliance
I have read the UTRGV Handbook of Operating Procedures: Sick Leave Pool/Sick Leave Direct Donation Policy. ADM 04-604.
I certify that I have not provided or been given notice of termination.
I certify that I am currently not on a written warning of any kind.
I hereby confirm I have read the donor acknowledgement form and comply with the given statements.
Once done, select Submit.
Submit
Save for Later

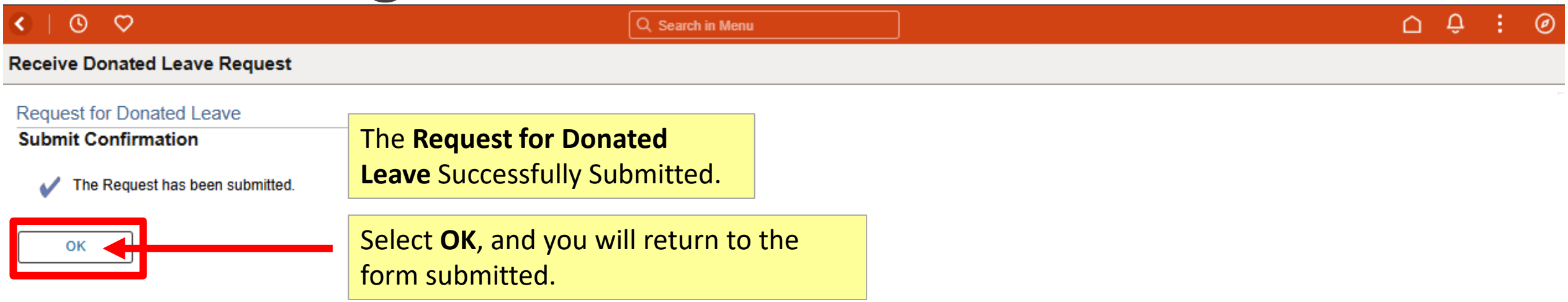
Agree to Submit Form



Submit Confirmation, if all information is correct by selecting **Yes.**

If you need to **reconfirm your information**. Select **No** to return to the previous screen.

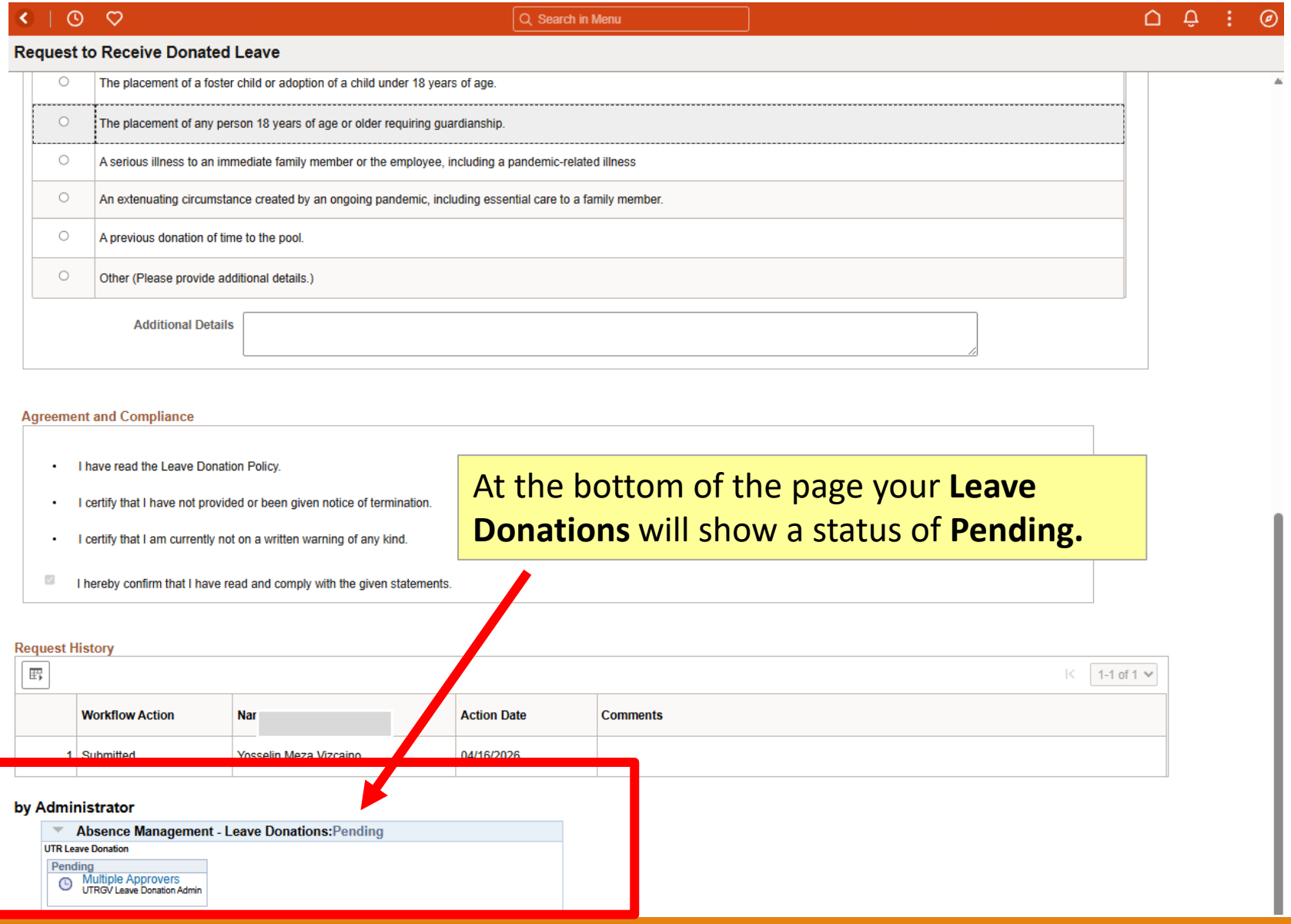
Acknowledge the Submission



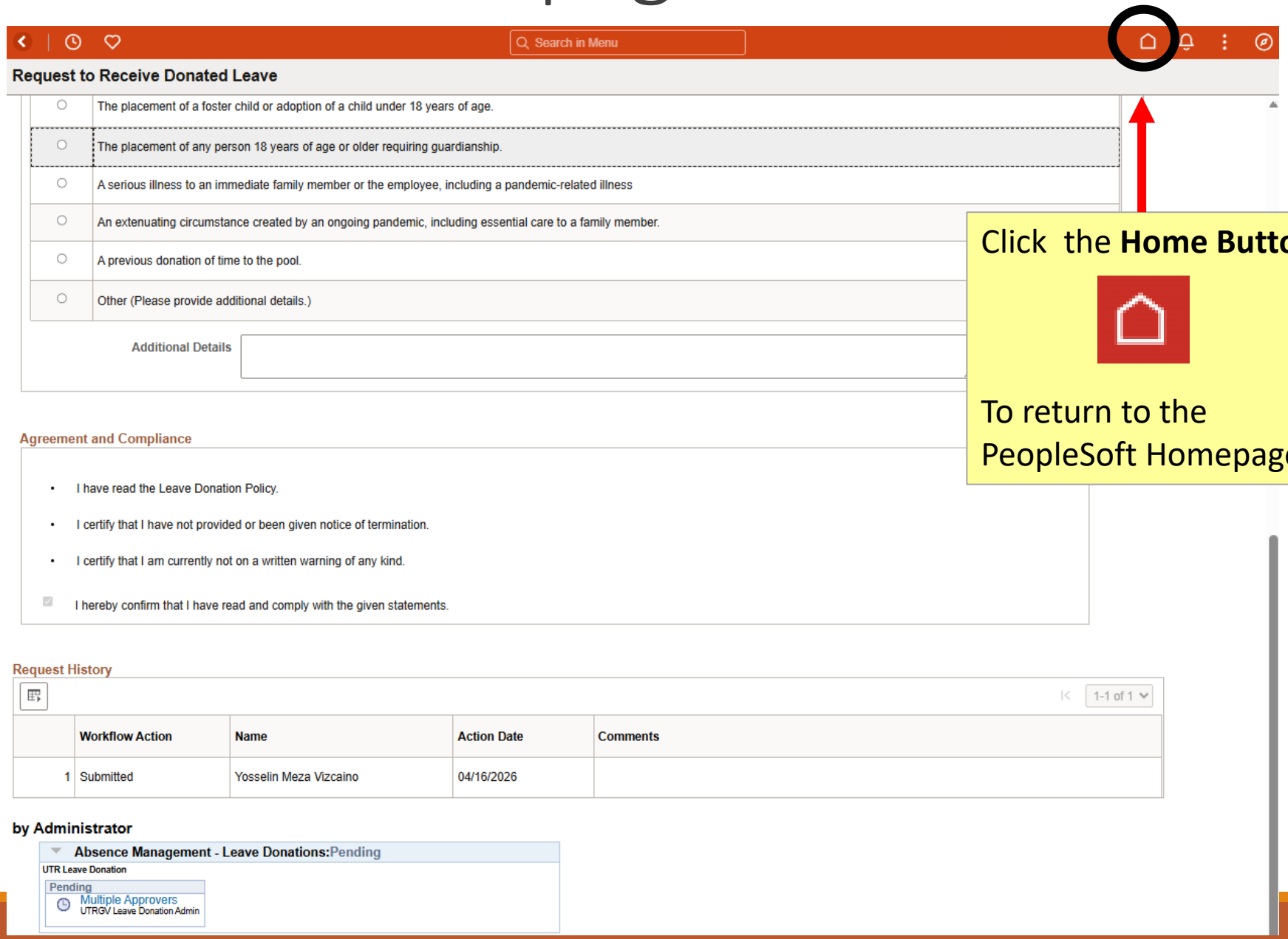
The **Request for Donated Leave** Successfully Submitted.

Select **OK**, and you will return to the form submitted.

Pending Submission



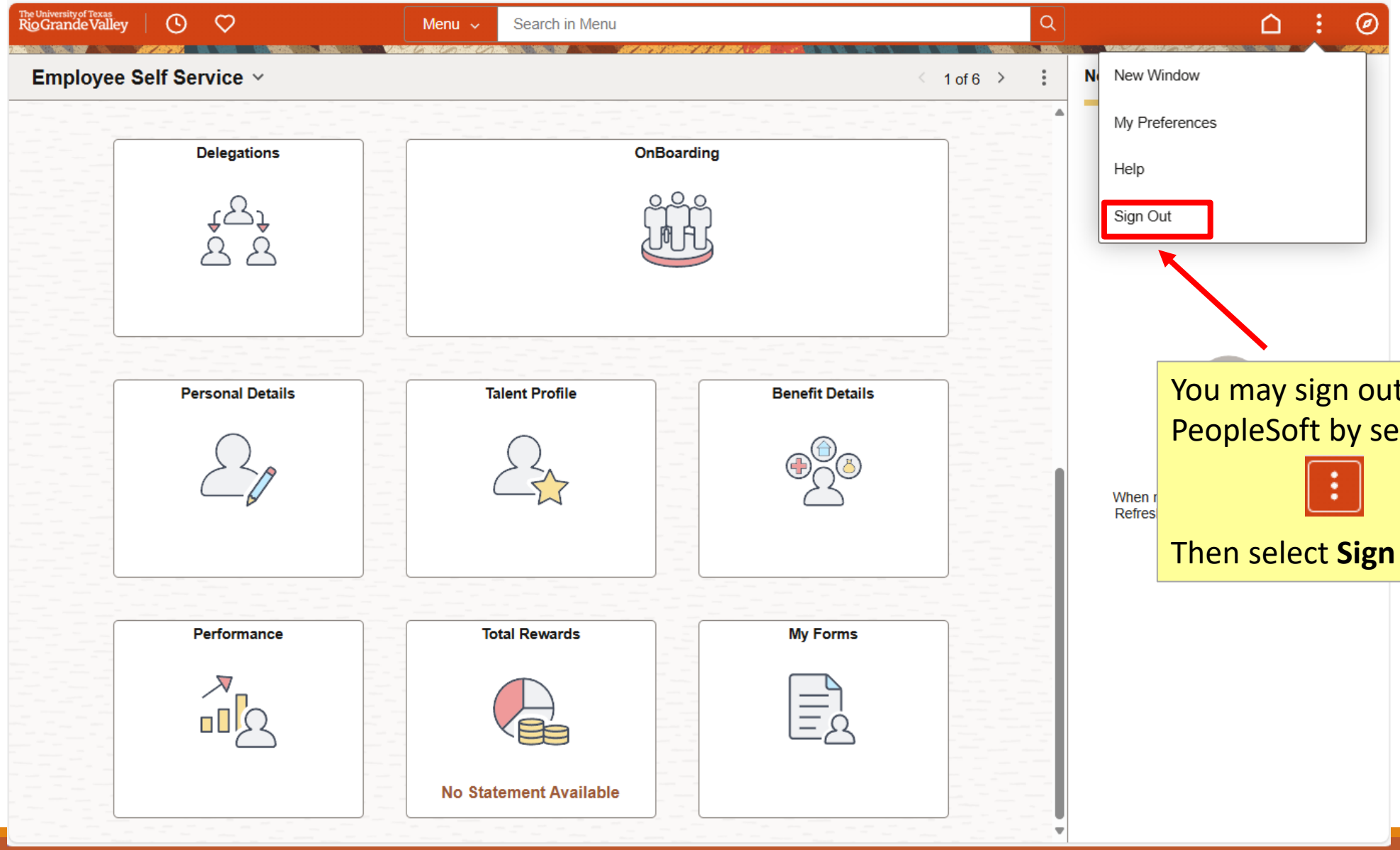
Return to Homepage



Click the **Home Button**

To return to the PeopleSoft Homepage.

Sign Out of PeopleSoft



Congratulations!

You have successfully completed this topic.

End of Procedure.