

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

AV Sick Time Donation		🎔 Donate Now		
AeroVironment allows employees to voluntarily donate sick time to other employees who have exhausted their balances of both accrued vacation and sick time and need additional sick time hours. Donating sick time hours is voluntary. An employee may donate a minimum of 5 sick time hours up to a maximum of 80 sick time hours per calendar year. Donations may not exceed 50% of the donor's available sick time. Employees may not borrow against future sick leave hours to donate. AV Payroll will review balances and deduct the donated hours from the employee's sick time balance following review and approval from AV Benefits.				
My Requests				
No Requests Found				

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.

Sick Donation Request Form					🕤 Cancel	🖤 Donate
Employee Hame I understand: • The donation of sick time hours is voluntary • My sick leave balance will be reduced by the	Employee ID	Here Date 11/14/2022 Imber of hours approved by AV Payroll, whichever is la	Sick Heurs Balance 166.001 Required	Request Status Rew Request Req	Sick leave hours to donate	Required
Solitated sixt time hours will go into a contait Sick time hours may not be donated to any s The recipient identity will not be disclosed t This decision is not reversable as of the date	o me. e this form is signed.					3

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