



## Appendix M Catastrophic Leave Donation Request

Use this form to donate eligible leave credits to the CSEA 262 Catastrophic Leave Bank. Per Article 13.10.2.2, eligible leave credits mean vacation leave and sick leave accrued by the donating employee. Donors must donate a minimum of eight (8) hours of eligible leave credits per Article 13.10.4.2. Donors may designate donated leave credits for a specific unit member who has been approved for CSEA 262 catastrophic leave per Article 13.10.4.2.1.

### Donor Information

CSEA 262 ☐ CSEA 651 ☐ Faculty ☐ Confidential ☐ Supervisory ☐ Management ☐

Employee Name

Employee ID

Job Title

By signing this agreement, I authorize the District to transfer \_\_\_\_\_ hours of eligible leave credits from my available vacation leave balance and \_\_\_\_\_ hours of eligible leave credits from my available sick leave balance to the CSEA 262 Catastrophic Leave Bank.

In addition, I wish to designate \_\_\_\_\_ as the recipient of this donation. (optional)  
(must be CSEA 262 unit member)

I acknowledge that this donation is completely voluntary and I understand that this transfer is irrevocable. Any unused designated leave credits will not be returned to me and will become available for future CSEA 262 catastrophic leave recipients.

Employee Signature

Date

**Submit completed and signed form to the Payroll Department,  
Building 4, Room 1370**

### Payroll Certification

This donation request has been:

☐ Accepted The employee's donation of \_\_\_\_\_ hours of vacation leave and \_\_\_\_\_ hours of sick leave has been deducted and transferred to the CSEA 262 Catastrophic Leave Bank.

☐ Rejected The employee's donation could not be processed for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Processed By (Print Name)

Signature

Date

☐ Original to Employee File  
☐ Copy to Employee

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