



To: All faculty, staff and administrators

The **CATASTROPHIC LEAVE DONATION PROGRAM (CLDP)** allows employees to donate vacation or sick leave credits to other employees who have:

- 1) experienced a catastrophic illness or injury;
- 2) exhausted their own accrued leave credits; and
- 3) are totally incapacitated from work. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family. At the time of request, the employee or a colleague initiates a "campaign" for individual donations.

The maximum number of hours you can donate in a fiscal year (July 1-June 30), is determined by your collective bargaining identification unit (CBID):

CBID	1 Physicians	2, 5, 7, 9 CSEA	3 Faculty	4 Academic Support	6 Trades	8 Public Safety	11 UAW (TA Only)	MPP C99	E99 Excluded
MAX HRS	1-16	1-40	1-40	1-40	1-40	1-40	1-16	1-40	1-40

The leave you donate remains in your account until it is transferred to an eligible employee. When your leave credits are transferred to an eligible employee, you will receive notice via email. This program is voluntary. All Catastrophic Leave donations are confidential. Your support for employees in need is greatly appreciated. Questions regarding participation and donations may be directed to Iris Gallardo, Leave Programs Specialist in Human Resources (510) 885-2335

To donate, complete the form below and return it to the Human Resources Department, SA 2600.

Donation for: _____
Name of Individual Recipient

Your Name (Print)

Your Signature

Sick Hours Donated

Vacation Hours Donated

Employee ID #

Department

Phone Ext

Date

I would like the recipient to know the hours I donated

I would like to remain anonymous

PAYROLL USE ONLY

Donated Leave Hours Used: _____ Month Debited: _____ Above hours were not needed/used: _____

Payroll Signature

Date