

**CATASTROPHIC LEAVE DONATION**

I, \_\_\_\_\_ hereby donate \_\_\_\_\_\*hours of my sick leave credits (maximum of 40 hours in a 12 month period) under the provisions of the CATASTROPHIC LEAVE DONATION PROGRAM. I understand that this donation is irrevocable once the sick leave credits have been transferred.

\*In 2 hourly increments only.

<b>Name</b>		<b>Department</b>	
-------------	--	-------------------	--

<b>Campus wide ID (CWID)</b>		<b>Date</b>		<b>Time of Day</b>	
------------------------------	--	-------------	--	--------------------	--

<b>Campus Extension</b>	
-------------------------	--

\_\_\_\_\_  
Signature

**SEND THIS FORM DIRECTLY TO HR/PAYROLL Office, TH-137**

- Payroll will notify affected departments of credits used to reflect this transaction.
- Under the provision of the Catastrophic Leave Donation Program, ASC employees who accrue sick leave may voluntarily donate sick pay hours to another ASC employee who is eligible to accrue sick pay and has exhausted all sick pay accruals due to a catastrophic illness or injury. A catastrophic illness is an illness or injury that totally incapacitates an individual. The total accrued sick leave hours an employee may donate may not exceed 40 hours in a 12 month period. Only sick pay accruals may be donated and only in increments of no less than two (2) hours. Sick Leave credits are not considered donated until transfer by Payroll. Payroll will monitor the actual number of hours transferred to ensure that the maximum is not exceeded.