

CSUMB CATASTROPHIC LEAVE DONATION PROGRAM REQUEST

The Leave Donation Program (LDP) allows an employee to donate vacation and/or sick leave credits each fiscal year to other employees who have:

1. Experienced an illness or injury which totally incapacitates them from work; and
2. Have exhausted their own accrued leave credits, including sick leave, vacation, and compensating time off (CTO).

An employee, his/her representative or the employee's family member must request the employee's participation and provide a physician's statement that includes the following information:

1. The duration of the illness or injury
2. Certification that the employee is totally incapacitated from work.

The President or the President's designee shall determine the employee's eligibility to receive donations. The illness or injury must be one that has totally incapacitated the employee from work. Conditions which are short-term in nature (for example: flu, measles, common illnesses/injuries, etc.) are not covered. Chronic illnesses or injuries which result in intermittent absences from work may be considered (for example: cancer, AIDS, major surgery). Generally speaking, such chronic illnesses must be considered long term in nature and require long term recuperation periods. The illness or injury may also include an incapacitated member of the employee's immediate family and if this results in the employee's being required to take time off for an extended period of time to take care of the family member. Only donated vacation credits may be used for such family care leave. The LDP program shall apply to all eligible temporary, probationary, and permanent academic and non-academic employees, including executives, Management Personnel Plan employees, and confidential employees. Donated leave credits may be used to supplement Industrial Disability Leave, Non-Industrial Disability Leave or Temporary Disability payments from Sedgwick CMS upon application for one of these benefit(s) by an eligible employee. The total amount of leave credits donated and used may not exceed an amount sufficient to ensure the continuance of the employee's regular monthly salary. Total donated leave credits shall not exceed three calendar months calculated from the first day of this leave. Donated leave credits may not be used to receive service credit following a service or disability retirement. In exceptional cases, an additional three-month period may be approved. For additional info, call Human Resources at (831) 582-3389.

I, _____, would like to request for CSUMB to solicit (please print complete name, *and if not, the employee indicate relationship following the employee's name*) donations of leave credits on my behalf. I agree to provide the required physician's statement.

Estimated duration of leave: _____ To and from dates: _____

Signature of employee or employee's representative: _____ date: _____

___ Approved ___ denied HR signature: _____ date: _____