

(Return to your Attendance Coordinator)

CATASTROPHIC LEAVE

TRANSFER OF LEAVE CREDITS, WORK AND FAMILY PROGRAM

PART A - RECIPIENT INFORMATION

Name	Position Number
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PART B - DONOR INFORMATION

Name	SSN	CBID
Department	Classification	Position Number

Enter your donations below; Sick Leave may not be donated.
Initial leave credit donations from BU 1, 2, 4, 7 Non-Represented, 8, 10, 11, 12, 14, 17, 19 & 21 must be 1 HOUR. For BU 7 Represented, initial leave credit donations must be 4 HOURS.

Vacation	Annual Leave	Excess	CTO
hrs	hrs	hrs	hrs
Holiday Credit	Personal Leave	Personal Holiday (8 hr. increments)	
hrs	hrs	hrs	

I hereby voluntarily authorize the transfer of my leave credits as indicated above. I make this donation with the understanding that my donation is **irrevocable**.

Donor's Signature:

Date:

PART C - ATTENDANCE COORDINATOR USE ONLY

Name	Credits Verified	Employee notified of unused donation?
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PART D - PERSONNEL PROGRAMS USE ONLY

Date Donation Received:		Donation Used?		If No, Donation Returned Date:	
Leave Balance	Amount	PP Applied	Leave Balance	Amount	PP Applied
LAS Updated for Donor		LAS Updated for Recipient		Copy Sent to Program	
Personnel Specialist:				Date:	

PRIVACY NOTICE

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is required by the State of California, Department of Justice (DOJ), Division of Administrative Support/Personnel Programs, for the purpose of donating leave credits. Failure to provide mandatory information may result in the action requested not being processed. The official responsible for maintenance of the form is the Personnel Programs Forms Coordinator. For more information regarding the location of your records and the categories of any persons who use the information in those records, you may contact the Personnel Programs/Personnel Transaction Unit, Department of Justice, at 1300 I Street, Ste. 720, Sacramento, CA 95814 or via telephone at (916) 323-5580.