

M e m o r a n d u m

To : All DOJ Employees

Date : March 5, 2014

Mary Sayre

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From : Mary Sayre, Chief
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Division of Administrative Support
Office of the Attorney General - Sacramento

Subject : CATASTROPHIC TIME BANK FOR MATTHEW PAVLICH

A Catastrophic Time Bank is being established for Matthew Pavlich, a Special Agent in the Firearms, Riverside office. Matthew Pavlich has been unable to work while he undergoes treatment for a recently diagnosed illness. His return date is uncertain. He exhausted his leave credits during the month of February.

The Catastrophic Time Bank is a mechanism which enables us to assist fellow employees in times of financial hardship due to injury or a prolonged illness that has incapacitated them or a family member and they are unable to work and their leave credits have been exhausted. Matthew is in need of our help and we have this opportunity to do an act of kindness which will be greatly appreciated.

California Department of Human Resources (CalHR) rules no longer prohibit donations between represented and non represented employees. You may transfer some of your accumulated vacation, annual leave, personal leave, CTO, or your personal holiday to Matthew so that his compensation can continue uninterrupted during this time. The initial donation **must** be a minimum of four hours for bargaining unit 7, and one hour for bargaining units 1, 2, 4, 9, 10, 11, 12, 14, 17, 19, 21 and non represented employees. Any subsequent donations must be in whole hour increments. Please refer to your bargaining unit contract for clarification of catastrophic requirements.

If you wish to donate time **return the completed Catastrophic Leave Donation Form (JUS 1435) to your Attendance Coordinator.**

If you have any questions regarding this Catastrophic Time Bank, please contact Kathy Cowan, Personnel Specialist, at (916) 324-5060.