Catastrophic Leave Sharing Program  
Donation Form (*confidential*)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE INFORMATION** | | | | | | | | | | | | | | |
| First Name: | |  | | | | | Last Name: | | | | |  | | |
| Employee ID: | |  | | | | | Department: | | | | |  | | |
| Shared Services Center: | | |  | | | | Work Phone: | | | | |  | | |
| **DONATION** | | | | | | | | | | | | | | |
| I wish to donate accrued vacation leave hours for the Catastrophic Leave Sharing Program for: | | | | | | | | | | | | | | |
| Any Eligible Employee | | | | | Eligible Employee Name: | | | | | |  | | | |
| **TERMS AND CONDITIONS** | | | | | | | | | | | | | | |
| 1. I understand that donations must be made in increments of whole hours. 2. I am donating these hours freely and have not been forced or coerced into doing so. 3. I understand that these donated hours will be treated as leave hours of the employee named above, or by another employee eligible for Catastrophic Leave Sharing. 4. My donation, once it’s processed and transferred, is irrevocable. 5. The hours I donate will be deducted from my vacation leave balance. | | | | | | | | | | | | | | |
|  | | | | | | | |  |  | | | | | |
| **Employee Signature** | | | | | | | |  | Date | | | | | |
| Submit signed and completed form to Human Resources at [catleave@ucr.edu](mailto:catleave@ucr.edu). | | | | | | | | | | | | | | |
|  | | | | | | | |  |  | | | | | |
| **HR Approval** | | | | | | | |  | Date | | | | | |
| **FOR PAYROLL USE ONLY** | | | | | | | | | | | | | | |
|  | **Name** | | | **Employee ID** | | **Department Name** | | | | **Vacation Hours** | | | **Balance Available** | **Date** |
| **Donor** |  | | |  | |  | | | |  | | |  |  |
| **Donated To** |  | | |  | |  | | | |  | | |  |  |
| **Donated To** |  | | |  | |  | | | |  | | |  |  |