

## APPENDIX 2 - Catastrophic Leave Donor Form

### UC Merced Catastrophic Leave Donation Program Donor Form

**Instructions:** Please read the Catastrophic Leave Donation Program Policy and Procedures completely to determine whether you meet the qualifications to participate in the Catastrophic Leave Donation Program. Once you have completed this form, please forward form to the benefits unit for final approval and vacation leave transfer.

Date: \_\_\_\_\_

Donor's Name (printed): \_\_\_\_\_ Employee ID # \_\_\_\_\_

Donor's Department: \_\_\_\_\_

1. Do you wish to donate vacation accruals to a designated individual? ☐ Yes ☐ No

If yes, to whom? \_\_\_\_\_ Department: \_\_\_\_\_

2. Do you wish to donate vacation accruals to the Catastrophic Leave Donation Bank? ☐ Yes ☐ No

3. What is your current vacation balance? \_\_\_\_\_

4. Are you currently at maximum of your vacation accruals? ☐ Yes ☐ No

5. How many vacation hours do you wish to donate? \_\_\_\_\_ (note that you must donate a minimum of 8 hours, any unused donated hours to an individual will be transferred to the catastrophic leave bank and will be irrevocable)

I certify that I am making this donation entirely of my own free will and that no attempts have been made to intimidate, threaten, or coerce me to donate my vacation hours. I understand that I have no right under any circumstances to have any of the donated hours restored to my accrued leave balance once I have signed this form and it has been approved by my division or department head. I further certify that this leave donation will not reduce my current leave balance by more than 50% and that, including this donation, I have not donated more than eighty (80) hours during the past twelve months.

\_\_\_\_\_  
Donor's Signature Date

\_\_\_\_\_  
Division or Department Head's (or designee's) Signature Date

\_\_\_\_\_  
Division or Department Head's (or designee's) Title

#### FOR HR DEPARTMENT USE ONLY

This request is: ☐ Approved ☐ Denied

\_\_\_\_\_  
HR Authorizing Signature Print Name Date