



To: All faculty, staff and administrators

The CATASTROPHIC LEAVE DONATION PROGRAM (CLDP) allows employees to donate vacation or sick leave credits to other employees who have:

- 1) experienced a catastrophic illness or injury;
2) exhausted their own accrued leave credits; and
3) are totally incapacitated from work.

At San Francisco State University, there are two methods of donation:

- 1) to an individual during a personal campaign and
2) to the Catastrophic Leave Bank.

If you are donating to an individual, all excess donations not used by the employee will revert to the Catastrophic Leave Bank unless you notify Human Resources otherwise.

The maximum number of hours you can donate in a fiscal year (July 1-June 30), is determined by your collective bargaining identification unit (CBID):

Table with 10 columns: CBID, 1 Physicians, 2, 5, 7, 9 CSEA, 3 Faculty, 4 Academic Support, 6 Trades, 8 Public Safety, 11 UAW (TA'Only), MPP CONF, E99 Excluded. Row 2: MAX HRS, 1-16, 1-40, 1-40, 1-40, 1-40, 1-40, 1-16, 1-40, 1-40.

The leave you donate remains in your account until it is transferred to an eligible employee. When your leave credits are transferred to an eligible employee, you will receive notice through Campus mail for your records.

To donate, complete the form below and return it to the Human Resources Department, ADM 252.

Donation for: [] Individual: _____ [] CLDP Bank
Name of Individual Recipient

Your Name (Print) Your Signature Sick Hours Donated Vacation Hours Donated
SFSU ID # Department Phone Ext Date

PAYROLL USE ONLY

Donated Leave Hours Month Debited: [] Above hours were not needed/used

Payroll Signature Date