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. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family. At the time of request, the employee or a colleague initiates a "campaign" for individual donations. 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 Catastrophic Leave Bank provides a mechanism through which eligible employees may receive additional donations not collected during their personal campaign. Donations are valid only until June 30 in the fiscal year in which they are made. 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>
<thead>
<tr>
<th>CBID</th>
<th>1 Physicians</th>
<th>2, 5, 7, 9 CSEA</th>
<th>3 Faculty</th>
<th>4 Academic Support</th>
<th>6 Trades</th>
<th>8 Public Safety</th>
<th>11 UAW (TA'Only)</th>
<th>12 CSUE</th>
<th>MPP CONF</th>
<th>E99 Excluded</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAX HRS</td>
<td>1-40</td>
<td>1-40</td>
<td>1-40</td>
<td>1-40</td>
<td>1-40</td>
<td>1-16</td>
<td>1-16</td>
<td>1-40</td>
<td>1-40</td>
<td>1-40</td>
</tr>
</tbody>
</table>

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. This program is voluntary. All Catastrophic Leave donations are confidential. Your support for employees in need is greatly appreciated. Questions regarding participation and donations may be directed to Gauri Durgani, Leaves Programs Coordinator, at (415) 338-7888 or Martha Paul, Leaves Programs Manager at 415-338-1878.

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

Donation for:  
- [ ] Individual: ______________________________ Name of Individual Recipient  
- [ ] CLDP Bank

Your Name (Print) ____________________________ Your Signature ____________________________ Sick Hours Donated: __________ Vacation Hours Donated: __________

SFSU ID # ____________________________ Department ____________________________ Phone Extension: __________ Date: __________

PAYROLL USE ONLY

Donated Leave Hours: __________ Month Debited: __________ 

- [ ] Above hours were not needed/used

Payroll Signature: ____________________________ Date: __________