



# VOLUNTARY CATASTROPHIC LEAVE SHARING PROGRAM

## Authorization to Donate Leave

**DONOR EMPLOYEE INFORMATION:**

EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL):

EMPLOYEE ID #:

PAYROLL TITLE:

DEPARTMENT:

WORK PHONE:

EMAIL ADDRESS:

DEPARTMENT DESIGNATED APPROVER NAME:

DEPARTMENT DESIGNATED APPROVER WORK PHONE:

**I wish to donate my accrued vacation leave or Paid Time Off hours to the Leave Sharing Program for****ELIGIBLE RECIPIENT EMPLOYEE NAME:****Number of Vacation / Paid Time Off (PTO) Hours I would like to donate:***Please select from the dropdown menu; the minimum donation is eight (8) hours and maximum donation is forty (40) hours.***MY SIGNATURE CERTIFIES THAT:**

- I understand that this donation of leave hours is irrevocable and I have no right under any circumstances to have any of the donated leave hours restored to my accrued leave balance once I have completed, signed, and submitted this form to my department designated approver;
- this donation of leave hours is voluntary;
- I have not donated more than forty (40) hours during the preceding twelve-month calendar period;
- my time and attendance record will be adjusted by my department or service unit; and
- I understand that my identity as a donor is to be kept confidential and I will honor that confidentiality.

**DONOR EMPLOYEE SIGNATURE:****DATE (MONTH/DAY/YEAR):****DEPARTMENT DESIGNATED APPROVER SIGNATURE:****DATE (MONTH/DAY/YEAR):****PROCESSING INSTRUCTIONS:**

- **Donor Employee** complete, sign form, and submit to your Department Designated Approver:
  - Regular status career employees – department manager (or designee)
  - Faculty and non-faculty academics – department chair or Organized Research Unit (ORU) director
- **Department Designated Approver** submit the signed request to Human Resources (HR) for eligibility verification:
  - Campus – department HR generalist      ○ UCSF Health – Leave Management
- **HR** will advise the donor employee and department designated approver if the donor meets eligibility criteria.
- If the donor is eligible, HR will provide information to HBS Processing for transfer of donated hours to the eligible recipient employee.