

**Catastrophic Leave Bank Policy - Donation of Leave Form**

1. Employees carrying a balance of sick leave days as of July 1 each year may contribute not less than one (1) day or more than five (5) days of leave to the bank. The number of days contributed cannot exceed the employee’s July 1 balance.
2. In the event an employee has contributed to the leave bank and has exhausted all of their accrued leave, he/she may request that leave be granted from the leave bank for a catastrophic injury or illness. Upon approval, the college shall credit such employee with leave from the bank.

I, \_\_\_\_\_\_\_\_\_\_, would like to donate \_\_\_ days of sick leave to the catastrophic leave bank.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Donation Opportunity – Once Per Year - Deadline is September 1