



VOLUNTARY CATASTROPHIC LEAVE SHARING PROGRAM

Request for Leave Donations

REQUESTOR EMPLOYEE INFORMATION (RECIPIENT OF LEAVE DONATIONS):

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|----------------------------------------------|--------------------------------------------|
| EMPLOYEE NAME (LAST, FIRST, MIDDLE INITIAL): | EMPLOYEE ID #: |
| PAYROLL TITLE: | DEPARTMENT: |
| WORK PHONE: | HOME OR CELL PHONE: |
| WORK MAILING ADDRESS: | EMAIL ADDRESS: |
| DEPARTMENT DESIGNATED APPROVER NAME: | DEPARTMENT DESIGNATED APPROVER WORK PHONE: |

SELECT ONE OF THE FOLLOWING NOTIFICATION OPTIONS:

OPTION 1:

I AUTHORIZE the use of my name when donations of vacation leave / Paid Time Off are requested from fellow UCSF employees

OPTION 2:

I DO NOT AUTHORIZE the use of my name when donations of vacation leave / Paid Time Off are requested from fellow UCSF employees. I wish to keep my name confidential.

MY SIGNATURE CERTIFIES THAT:

- I have read and understand the provisions of the Voluntary Catastrophic Leave Sharing Program;
- I hereby request donated leave in accordance with the provisions of that program;
- A leave of absence in relation to a catastrophic illness or injury has been approved by my department;
- I have exhausted all of my accruals of Sick Leave (SL), Vacation Leave (VL), Compensatory Time Off (CTO) and/or Paid Time Off (PTO) (for faculty, this includes leave accruals provided under the Health Sciences Compensation Plan); and
- I am not receiving disability benefits or Workers' Compensation payments.

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| REQUESTOR EMPLOYEE SIGNATURE: | DATE (MONTH/DAY/YEAR): |
| DEPARTMENT DESIGNATED APPROVER SIGNATURE: | DATE (MONTH/DAY/YEAR): |

PROCESSING INSTRUCTIONS:

- **Requestor 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:** Sign and submit request form to Human Resources (HR) for eligibility verification:
 - Campus – department HR generalist
 - UCSF Health – Leave Management
- **HR** will advise the requestor employee and department designated approver if the requestor meets eligibility criteria.
- If the requestor is eligible, HR will provide information to HBS Processing for transfer of donated hours to the recipient (eligible requestor employee).