

APPENDIX B

LASSEN COMMUNITY COLLEGE
CATASTROPHIC ILLNESS OR INJURY LEAVE PROGRAM
ALL EMPLOYEES

DONATION AUTHORIZATION FORM

As per the Catastrophic Illness or Injury Leave Program, I am authorizing eligible leave credits to be donated to the Catastrophic Leave Bank. An employee may donate up to ten (10) days of sick leave or ten (10) days vacation leave in a fiscal year. An employee must have the equivalent of 12 days of accrued sick leave available after donating. All transfers of eligible leave credit are irrevocable, permanently reducing the leave available to the donating employee for their personal use or for any retirement calculation, if appropriate.

Amount of sick leave to be donated _____

Amount of vacation leave to be donated _____

Employee Printed Name _____
Date

Employee Signature _____
Date

Copy to: Superintendent/President
Personnel
Business Services