

Instructions: *If you are unable to donate online, please complete this form using the steps below:*

1. Complete the **Recipient Information**
2. Complete your **Donor Information**, indicate the **type and amount** of hours you wish to donate and **sign** the form
3. Email or fax the completed form back to the Leave Program Manager: leavedonations@sjsu.edu or fax (408) 924-1701

Catastrophic Leave Donation Program (CLDP)

- Employees may donate a maximum* of 40 hours **total** (depending on bargaining unit) of vacation or sick leave credits or a combination of both (see chart below).
*Maximum donation limits are per fiscal year (July 1- June 30)
- In the instance of Catastrophic Leave for employee illness/injury, sick and vacation credits may be donated.
- In the instance of Catastrophic Leave for family care, only vacation credits may be donated.
- Donations must be made in whole hour increments.
- Donations are used in the order they are received.
- Donors can view hours used in PeopleSoft Employee Self Service.
- Any unused donations will be sent back to the donor at the end of the recipient's participation in the program.

Catastrophic Leave Maximum Donation Limits	
Employee Category	Maximum Donation Hours (total sick and/or vacation)
Physicians (R01) Academic Student Employees (R11 - TAs Only)	16
CSUEU (R02, R05, R07, R09) Faculty (R03) Academic Support (R04) Skilled Crafts (R06) Public Safety (R08) CMA Operating Engineers (R10) Confidential (C99) Excluded (E99) Management Personnel Plan (MPP) (M80) Executives (M98)	40

Recipient Information	
Employee's Name:	Employee's Department:

Donor Information		
Name:	SJSU ID:	Campus Phone:
I wish to debit my leave accrual balance(s) in the amount(s) listed below:		
<input type="checkbox"/> Sick Leave Hours _____ and/or <input type="checkbox"/> Vacation Leave Hours _____		
Donor Signature (type or sign to authorize leave donation):		Date:

THANK YOU FOR YOUR DONATION!