



CATASTROPHIC COMPASSION LEAVE FORM PROCEDURES

Upon receipt of the catastrophic leave form, Human Resources will contact the designated employee's Supervisor, Manager, or Director for verification, in writing, of the reason for the leave.

Human Resources will confirm or deny whether the reason for the leave adheres to the established guidelines.

Upon confirmation that the leave adheres to established guidelines, Human Resources will process the request for hours to be donated. Human Resources will give donated PTO or sick hours to the designated employee (the receiver) and will deduct the PTO hours from the bank of the donating employee.



CATASTROPHIC COMPASSION LEAVE FORM GUIDELINES

This information is a guideline to determining eligibility for Catastrophic Leave donation.

- I. The designated employee (the receiver) must be out of PTO and/or sick (whichever is applicable to the situation) or the hours they currently have will be insufficient for the amount needed to cover the leave.
- II. Employees with unforeseen, emergency, and/or medical issues with themselves, spouse or family member could be eligible. Employees who have not yet accrued time or does not qualify for PTO, Sick, or Funeral leave could also be eligible. Each situation is determined on case by case basis because each is unique. The timekeeper/manager will receive direction on the appropriate pay codes to utilize.
- III. The donating employee (the giver) must have at least 8 hours of PTO available to be eligible to donate time. This is to ensure there is adequate time to cover you should an event arise.