

CATASTROPHIC LEAVE DONATION AUTHORIZATION

CTC HR 41 (Rev. 02/16)

PROCESSING INSTRUCTIONS

Step 1. Donor
Complete Part A & B

Step 2. Donor's Personnel Office
Complete Part C and forward
to recipient's personnel office

Step 3. Recipient's Personnel Office
Complete Part D and forward copy
to donor's personnel office.

PART A – RECIPIENT INFORMATION		
Name	Department Commission on Teacher Credentialing	
Classification	Position Number	CBID

PART B – DONOR INFORMATION					
Name			Department		
Classification			Telephone Number	CBID	
All leave credit donations must be in accordance with the MOU provisions for the donor's bargaining unit or DPA rule. Leave Credits Donated are:					
Vacation hrs	Annual Leave hrs	Personal Holiday hrs	Holiday Credit hrs	CTO hrs	Personal Leave Credit hrs
Do you wish to remain anonymous to recipient? Yes No					
I certify that I have sufficient leave credits currently available to make this donation. I make this donation with the understanding that my decision is voluntary and irrevocable.					
Donor's Signature					Date
Donor's Supervisor/Manager Signature					Date

PART C – DONOR'S PERSONNEL OFFICE ONLY				Date Received
Leave credits deducted from the donor's leave balances				
Type of Leave	Hours Deducted	Type of Leave	Hours Deducted	
Signature of Personnel Office		Telephone Number	Date	

PART D - RECIPIENT'S PERSONNEL OFFICE ONLY					Date Received
Leave credits transferred to recipient's leave balances					
Type of Leave	Hours Transferred	Date	Type of Leave	Hours Transferred	Date
Signature of Personnel Office			Telephone Number	Date	

Comments: