



**PERSONNEL SERVICES AND
HUMAN RESOURCES DEVELOPMENT**

MEMORANDUM

TO: CSEA Unit Members

**FROM: Al Alt, Director
Personnel Services and Human Resources Development**

RE: Catastrophic Leave

Article 8.16 of the current CSEA Contract provides for Catastrophic Leave. This section allows for a unit member to donate up to sixteen (16) hours of sick leave per year to the Catastrophic Leave Pool. It also allows unit members to draw from this pool after any paid leave that he or she has accrued has been exhausted.

In accordance with contract language, an ad hoc committee will be formed with the following members: the Director of Personnel Services, three (3) unit members selected by CSEA and one (1) Classified Supervisor appointed by the Director of Personnel Services. The Committee's responsibility will be to grant or deny requests for Catastrophic Sick Leave.

If you wish to donate up to sixteen (16) hours of your sick leave to this pool, please complete the form below and return it to Kate Hodge in the Personnel Office.

TO PERSONNEL SERVICES,

I wish to have _____ hours of sick leave (maximum of 16 hours) deducted from my current sick leave balance and donated to the Catastrophic Sick Leave Pool.

Academic Year: _____

Printed Name: _____

Signature: _____ Date: _____