

Catastrophic Leave Donation Program

The Catastrophic Leave Donation Program (CLDP) allows for the donation and receipt of vacation and sick leave credits between eligible employees, regardless of bargaining unit.

Donated leave credits are used to cover eligible employee's absence due to a catastrophic illness/injury, or to care for an immediate family member who has suffered a catastrophic illness/injury. To be eligible for this program, the following requirements must be met:

- Staff/faculty/administrator must be eligible to earn vacation and/or sick leave. Available balances can be checked through the ***myFresnoState portal > Employee Self Service>Time Reporting>Employee Balance Inquiry***
- The participant must be on an approved Leave of Absence through Human Resources. Please go to ***Initiate a Leave of Absence***
- The illness or injury must totally incapacitate the employee from work. Verification will be based on the Certification of Health Care Provider form provided to Human Resources as part of the Medical Leave of Absence process. Conditions which are short-term by nature, including cold, flu, or minor injuries, are not generally deemed catastrophic.
- If eligible, the employee must be approved for Non-industrial Disability Insurance (NDI), Industrial Disability Leave (IDL) or Temporary Disability (TD) benefits.
- The applicant must have exhausted all accrued sick, vacation, personal holiday, and CTO credits. Please refer to the appropriate Collective Bargaining Agreement.
- For additional information please refer to the ***Catastrophic Leave Donation Program Summary***.

How to donate sick/vacation time to participants in the Program?

Employees may donate leave credits to a specific individual by:

- Contacting their *Union Representative*, OR

- Downloading the Catastrophic Leave Donation form located in **Forms & Publications**. The completed form must be submitted to Payroll Services, Joyal Administration, Room 211, MS/JA110.

The donor is notified by Payroll Services once the donation has been used. Payroll Services will update the donor' balances in Absence Management.

What are the limits for donating leave time?

Bargaining/Administrative Unit	Max. Hours	Bargaining/Administrative Unit	Max. Hours
Unit 1 - Physicians	16	Unit 6 - Skilled Crafts	40
Unit 2 - Health Care Support	40	Unit 7 - Administrative/Clerical Support	40
Unit 3 - Faculty	40	Unit 8 - Statewide University Police Association (SUPA)	40
Unit 4 - Academic Support	40	Unit 9 - Technical Support	40
Unit 5 - Operations/Support Services	40	MPP - Management/Confidential	40
		R11 - Teaching Assistants Only	16