

Human Resources/ Payroll Services

To: PAYROLL SERVICES, M/S JA 110

Name of Employee Donating Leave:

Employee ID:_____

Department Name: _____

Phone:_____

Bargaining Unit Number:

I would like to donate the following number of hours to the employee (named below) participating in the CSU Catastrophic Leave Donation Program.

I understand that I may donate up to the maximum number of sick and/or vacation leave credits for my Bargaining Unit per fiscal year. Leave credits may be donated in increments of one hour or more. The recipient employee must have exhausted all available leave credits before actual transfer of my credits.

| Bargaining Unit | Leave Credit Donation Maximum |
|---|---|
| R11 (UAW-TA's only) | 16 hours of leave credits per fiscal year |
| Units R01 (UAPD), Units R02, R05, R07, R09 (CSUEU), R03 (CFA), R04 (APC), R06 (SETC), R08 (SUPA), C99 (Confidential), MPP, M80 (Management) & M98 (Executive) | 40 hours of leave credits per fiscal year |

Name of recipient employee:

Type and number of hours to be donated:

- Sick Leave hours (for employee illness):
- Vacation hours (for employee illness or FMLA to care for a family member): ______
 - Total number of hours donated: ______

Please check here if you would like the recipient to know the hours you are donating. Please check here if you would prefer to remain anonymous.

I understand that the hours I donate will be transferred to the employee named above.

Signature: Date:

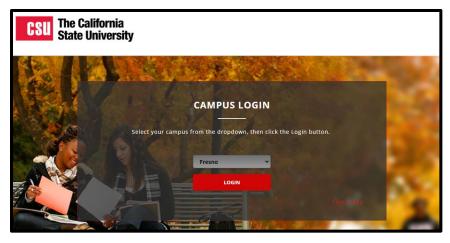
THIS FORM MUST BE SUBMITTED VIA MOVEIT. MOVEIT **INSTRUCTIONS ARE NOTED BELOW.**

FRESNO STATE BENEFITS CSU MOVEIT FILE UPLOAD PROCESS FOR CATASTROPHIC LEAVE DONATION FORM

Please use the process below to upload your catastrophic leave donation form to the Fresno State Benefits team.

Instructions

1. Log in to - https://transfer.data.calstate.edu/ - using Fresno State credentials



2. Will be taken to a CSU MOVEit page

| C | SU The California State University | | | | |
|---------|---------------------------------------|--|------------|----------|------|
| | | Signed onto California State University | MY ACCOUNT | SIGN OUT | HELP |
| | HOME | Welcome to the California State University data transfer service. Please watch this area for important messages. | | | |
| D | FOLDERS | | | | |
| | PACKAGES | | | | |
| | CONTACTS | Send Package Request Files | | | |
| Q Sear | | ✓ New Files (0) | | | |
| Go To F | | ✓ New Packages (0) | | | |
| | Powered by MOVEit > ipswitch | | | | |

3. Select "Send Package"

| Send Package | Request Files | 📄 Home Folder 📑 Recent Downloads | Inbox Contacts | |
|--------------------|---------------|----------------------------------|----------------|--|
| ✓ New Files (0) | | | | |
| them mes (o) | | | | |
| ✓ New Packages (0) | | | | |
| | | | | |

- 4. Enter in → To: <u>dpenner@csufresno.edu</u>
- 5. Enter in → Subject "Catastrophic Leave Donation"

| New Package | | | | |
|-------------|---|--|--|--|
| Send Pi | review Check Recipients Cancel Save As Draft Save As Template | | | |
| То | dpenner@csufresno.edu Show Cc/Bcc Manage Contacts | | | |
| Subject: | Catastrophic Leave Donation | | | |
| Note: 🔒 | bí⊻≣≣≣⊞⊟≣≣≣∷®% | | | |

- 6. Upload or "Drag& Drop" documents
- 7. Select "Delivery Receipt" under "Options" section
- 8. Send

| Files: (Optional) | |
|----------------------|---|
| | Drop files to upload or use <u>Upload Files</u> dialog. |
| | Total: 0 B of 1 GB used. (0%) |
| Options: | Delivery Receipt(s) Prevent "Reply All" |
| | Prevent all replies Prevent all replies Prevent all orbits Prevent all replies Prevent al |
| | Package will expire after 90 days |
| Send | Preview Check Recipients Cancel Save As Draft Save As Template |

NOTE: If you encounter an error message, you may need to clear your browser cache. Below is a link to assist with clearing browser cache, if needed.

How To Clear My Cache - This guide covers all browsers.