FRESNO STATE
Discovery. Diversity. Distinction.

Catastrophic Leave Donation Program
Human Resources/ Payroll Services

To: PAYROLL SERVICES, M/S JA 110

Name of Employee Donating Leave: _____   Phone: _____

Employee ID: _____   Bargaining Unit Number: _____

Department Name: _____

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

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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.

Revised 11/2020

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

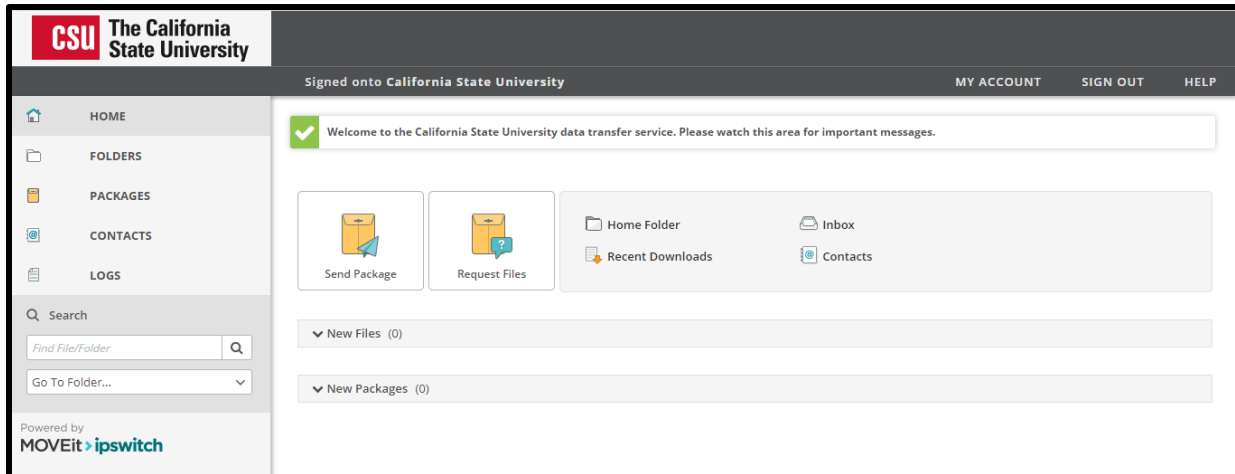**Please use the process below to upload your catastrophic leave donation form to the Fresno State Benefits team.**
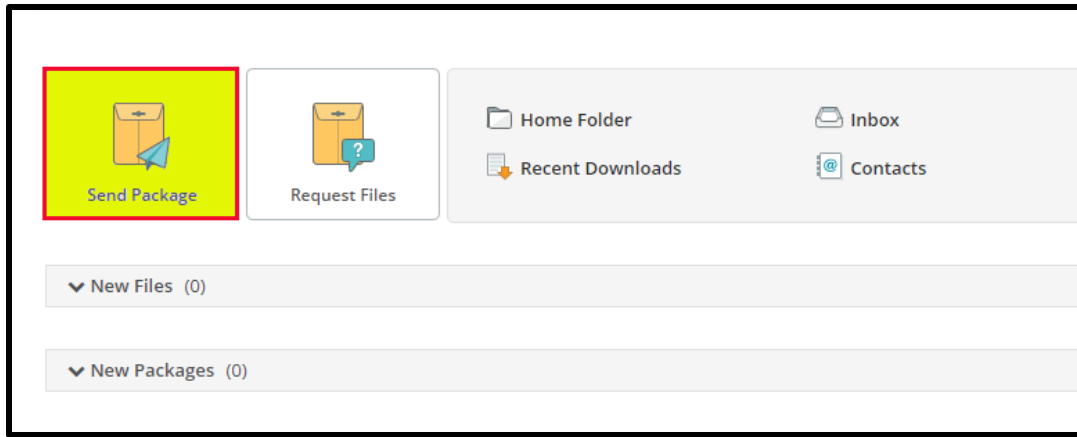
<u>**Instructions**</u>

1. Log in to - https://transfer.data.calstate.edu/ - using Fresno State credentials
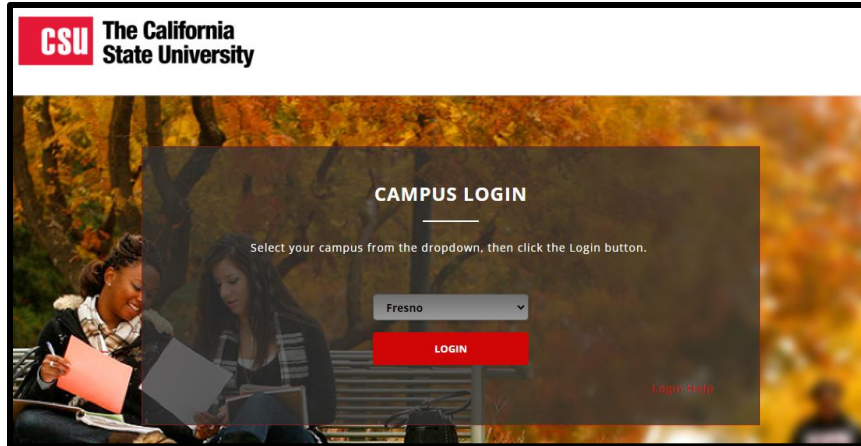
2. Will be taken to a CSU MOVEit page

3. Select **"Send Package"**

4. **Enter in → To:** dpenner@csufresno.edu

5. **Enter in → Subject** – **"Catastrophic Leave Donation"**

6. Upload or "Drag& Drop" documents

7. Select **"Delivery Receipt"** under **"Options"** section

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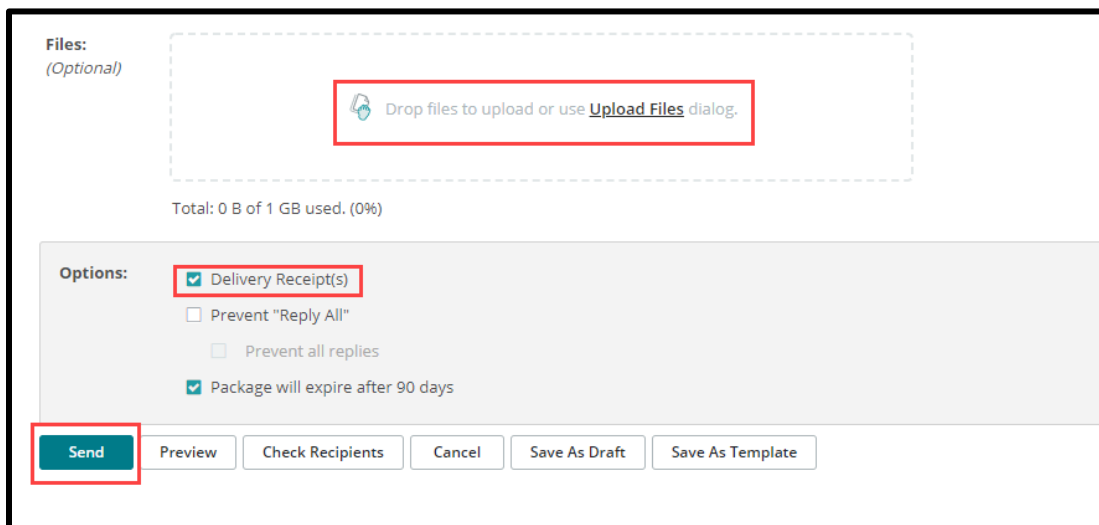
NOTE: If you encounter an error message, you may need to clear your browser cache. Below is a link to assist with clearing browser cache, if needed.

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