

PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

TO: CLASSIFIED STAFF (NON-ADMINISTRATIVE)
FROM: CATHERINE LO IACONO (310) 378-9966 EXT. 986
 SENIOR ACCOUNT CLERK

**PLEASE RETURN
 FORM BY 10/12/2018**

DATE: September 13, 2018

RE: CATASTROPHIC SICK LEAVE DONATION PLAN - CLASSIFIED ONLY

A catastrophic leave bank has been established to which non-administrative classified employees may donate two (2) days worth of assigned hours of sick leave annually to the Catastrophic Sick Leave Bank. The donation shall be irrevocable. Sick leave which is donated shall be deducted from accrued sick leave.

An employee who, as a result of a catastrophic illness or injury, has exhausted all paid personal injury and illness leave entitlement, may draw up to (30) days from the leave bank (if approved), if they made a donation.

Only new employees, those who didn't contribute in 2017-2018, or those who have drawn from the sick leave bank need to contribute, as the bank has a sufficient balance.

	Donations Received		Donation Used	
	Hours	Days	Hours	Days
2016-2017 (Remaining Balance)	1,426.08	178.26		
2017-2018	981.56	122.70		0
	<u>2,407.64</u>	<u>300.96</u>		<u>0</u>

BANK BALANCE AS OF 9/6/2018 300.96 Days

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT
 Catastrophic Sick Leave Donation Plan - Classified**

I wish to donate two days worth of assigned sick leave to the Catastrophic Sick Leave Bank.

I understand this donation to be voluntary and irrevocable. I agree to indemnify and hold the District harmless from any claims, demands or causes of action related to the donation.

 Employee Name (Print) Date

 Employee Signature

_____ I am a full-time employee (8 hours a day), giving 16 hours

_____ I am a part-time employee (____ hours a day)

For Payroll Use Only Number of Hours of Donation _____

Please return to the Payroll Office by October 12, 2018