



**LONG BEACH COMMUNITY COLLEGE DISTRICT
MANAGEMENT TEAM
CATASTROPHIC LEAVE DONATION FORM**
(Management Handbook 5.15.12)

DONATION OF LEAVE

I wish to donate _____ SICK / _____ VACATION leave hours to _____
indicate number of hours sick and/or vacation leave *name: employee/recipient*

_____ printed name _____ date _____ signature

_____ employee I.D. number

Return completed form to Human Resources:

mail code G-3
location: LAC T-1045
email: HumanResources@lbcc.edu

To be completed by Human Resources:

The request to donate sick leave has been _____ approved _____ denied

processed by _____ date _____

Comments: _____

Excerpt from Management Handbook:

5.15.12 Catastrophic Leave Donation Program

A Management Team member who suffers from a catastrophic illness or injury or who must be absent to care for a member of their immediate family who suffers from a catastrophic illness may participate in a catastrophic leave donation program, provided:

- The Management Team member requests in writing to participate, or the Management Team member's representative requests on their behalf.
- The Management Team member or representative provides written verification of the catastrophic illness or injury or of the catastrophic illness or injury of the immediate family member and of the need for the Management Team member to provide care for the immediate family.
- The Management Team member exhausts all accrued paid leave credits.
- The District determines that the Management Team member is unable to work due to the Management Team member's or the immediate family member's catastrophic illness or injury, and in the case of the immediate family member, the Management Team member's need to care for the family member.

Management Team members desiring to donate sick/vacation leave credits authorize the donation in writing and acknowledge in writing that the donation cannot be revoked. However, the District at its discretion may choose to return sick or vacation leave credits to the donating employee.

A catastrophic illness or injury is one which is expected to incapacitate the Management Team member or the immediate family member for at least three (3) months, or which is diagnosed as a terminal illness or injury. The maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) months (California Education Code, Section 87045).