

CONFIDENTIAL

**NOVATO UNIFIED SCHOOL DISTRICT
DONATION
TO CATASTROPHIC LEAVE ACCOUNT**

Certificated

ACCORDING TO ARTICLE 12:12 OF THE NEGOTIATED AGREEMENT BETWEEN NFT AND NUSD

Catastrophic leave is leave with pay due to verifiable, long-term illness or injury, which clearly incapacitates the employee, or one that incapacitates a spouse or dependent minor child which requires the employee to take time off to care for the spouse or child, and creates a financial hardship for the employee because (s)he has exhausted all sick leave and any other paid leave.

NAME OF DONOR: _____ EMPLOYEE ID # _____

POSITION: _____ FTE: _____

Current "Sick Leave" Balance: _____

Catastrophic leave is made available by accrued sick leave days donated by certificated employees.

12:12 Catastrophic Bank

12:12.1 District certificated employees who elect to donate sick leave credits and who have a minimum of twenty-five (25) days of accumulated leave credits on record with NUSD may donate one (1) day per year.

12:12.2 Those employees with more than twenty-five (25) days may donate up to three (3) days per year. All transfers of sick leave credit to the catastrophic bank are irrevocable.

12:12.3 Contributions can be donated throughout the school year.

I would like to participate by donating the following days of my accrued leave as follows:

AMOUNT OF "SICK LEAVE" DAYS TO BE DONATED: _____

I understand these donated days are not revocable.

Signature

Date

Please return your completed donation form to the Human Resources Department.