

Elk Grove Unified School District

REQUEST FOR CATASTROPHIC LEAVE BANK WITHDRAWAL

EMPLOYEE _____ EIN _____

I am requesting a withdrawal from the Catastrophic Leave Bank for the time period:

From: _____ Through: _____

Reason for Request:

Please attach a medical note or any other documentation you wish the committee to consider, and return your packet to Human Resources, Attention: Personnel Technician – Leave Desk

Signature of Employee

Date

For Human Resources Use Only

Catastrophic Leave Bank Withdrawal Approved: Yes _____ No _____

Approved Dates: From _____ Through _____

Date _____ Signatures: (1) _____

(2) _____ (3) _____

(4) _____ (5) _____

(6) _____ (7) _____

CATASTROPHIC LEAVE QUICK FACTS

What is the purpose of Catastrophic Leave?

To provide a way to help employees who have catastrophic events that require them to be away from work to recover or to care for an immediate family member after the employee has exhausted all other available types of leave.

Who can join the Catastrophic Leave Bank?

Any benefit eligible employee of EGUSD.

How many days of my sick leave or vacation do I need to donate to join and how often do I have to donate?

Employees may donate one or two days of sick leave or vacation to the leave bank. The maximum donation is 2 days per year. Depending on the leave group you may need to donate each year. All members must donate when the balance of their leave bank drops below the minimum required to keep the leave bank viable.

If I am already a member of the Catastrophic Leave Bank do I need to fill out another form?

No, if you joined the bank prior to July 1, 2010, you do not need to complete a new form unless you wish to make a change in the number of days you donate per year or to withdraw from the bank.

Who do I contact if I have more questions or I can't remember if I am a member?

You may contact a Leave Technician in Human Resources at (916) 686-7795.