



## Catastrophic Leave Donor Authorization

Donor Information (Completed by Employee)	
Donor Name (Last, First, Middle):	Empl ID :
UW Institution: UW-	Work Phone Number:
E-mail:	
Donation	
Type and amount of <b>LEAVE to be TRANSFERRED</b> (in <i>Whole-Hour increments only</i> )	
<b><u>Leave Type</u></b>	<b><u>Amount</u></b>
Vacation	hours
Personal/Floating Holiday	hours
Banked Leave (Sabbatical/ALRA)	hours
If you would like to donate to a specific recipient, please list the recipient's name and institution.	
Recipient's Name (Last, First, Middle):	Recipient's UW Institution: UW-
I certify that I am covered by Catastrophic Leave provisions, and hereby authorize the transfer of these hours to an approved recipient.	
I wish to keep my donation confidential: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Donor's Signature: _____ Date: _____	

***Return signed and completed form to the Donor's Payroll Office for Processing***

For Institution Use Only	
Date Received:	Donation <input type="checkbox"/> Used or <input type="checkbox"/> Returned
Date Used:	Date returned:
Recipient's Name (Last, First, Middle):	Empl ID:
Recipient's UW Institution: UW-	
Form Completed by:	
Name:	Date:

The Catastrophic Leave Program is available to help support employees who need to take an extended, unpaid leave of absence from work due to an illness or injury that incapacitates either the employee or the employee's immediate family member.

This program is defined by the guidelines stated in the University of Wisconsin System [Catastrophic Leave Operational Policy \(BN5\)](#).

## Catastrophic Leave Donation Information

### Donor Eligibility:

- An eligible donor must be actively employed at a UW Institution or UW-Madison and have accrued leave credits available for donation.
- Individuals in the Student Hourly, Graduate Assistant, Employee-In-Training or University Staff Temporary appointments are not eligible for this program to either donate or receive catastrophic leave.

### Leave Credits Donation:

- A donor may donate leave credits to any eligible recipient, within the same UW institution or at another UW Institution (including UW-Madison), and in any employee classification (i.e. University Staff, Faculty, Academic Staff and Limited appointees).
- Donors may only donate earned vacation, personal holiday or Sabbatical/ALRA hours.
- Future or forecasted hours are not eligible for donation.
- Eligible employees may donate as frequently as the donor desires, and may donate to more than one recipient.

## INSTRUCTIONS for Catastrophic Leave Donor Authorization

### Donor Information - Completed by Employee

**Donor Information:** Completed by the employee who is donating eligible leave.

**Type and Amount of Leave to Transfer:** Indicate in whole hours the amount and type of leave to be transferred to the recipient.

**Donor Authorization:** This signature is required. This certifies that the donor meets the eligibility requirements and authorizes the payroll office to transfer the specified leave credits to the designated recipient.

### For Institution Use Only – Completed by the HR Office

**Return Completed Form to the Donor's HR Office:** The donor's payroll administrator will process the donation form and, if necessary, forward the form to the recipient's agency payroll office.

**For Recipient's Payroll Office Use Only:** "Date and Time Received" will be noted by the recipient's payroll office to determine the order in which donations are used. If a donation is not used, it will be returned to the donor's agency payroll office.