

TO: All BCEA Members
FROM: Rudy Jenkins, Executive Director
DATE: _____
SUBJECT: Catastrophic Leave Donations

BCEA Member _____ needs your assistance.

His/Her vacation time and sick time have run out.

Under the CATASTROPHIC LEAVE POOL AGREEMENT, employees can donate vacation time and compensatory time off (CTO) in increments of 1 hour upwards. Employees donating must have forty (40) hours of vacation available after making a donation. Butte County Employees' Association negotiated the catastrophic leave provisions and other employee unions later adopted them.

Your contribution is needed and we THANK you for your assistance. **Thank you for caring.**

Please return form to Human Resources - Payroll Department.

Date _____

I, _____
(Please Print)

WISH TO DONATE _____ HOURS OF MY VACATION TIME

TO _____
(Please Print)

OF THE _____ UNIT, IN CARE OF THE

“CASTASTROPIC LEAVE POOL”.

Signed

Employee No.

ALL DONATIONS ARE CONFIDENTIAL