

# ■ Catastrophic Leave Pool ■ 2025 POOL MEMBERSHIP

## Donation Election

**Employee ID**

**Employee First and Last Name**

You may donate 8 hours up to 40 hours of combined leave from your Sick and/or Vacation bank upon retirement as elected below:

**Sick Leave Hours:**

**Vacation Leave Hours:**

**Vacation Overage Leave Hours:**

## Acknowledgements

- Participation is voluntary.
- Employees must be employed for six months before being eligible to donate.
- Pool members must have an available balance to donate.
- Donations cannot be returned once donated.
- Pool members are not able to determine who receives donation.
- Pool members will not know the identity of those that receive donation.
- Pool members are eligible to receive donation for the calendar year in which they donate and must donate each year to stay in the pool.
- Hours donated and unused will remain in the pool and carry forward each year.
- The donation amount a pool member is eligible to receive is not cumulative year over year.
- The amount a pool member is eligible to receive is determined by the amount donated in the applicable membership year as follows based on need and approval:
  - 8 hours donated = 80 hours eligible to receive
  - 16 hours donated = 160 hours eligible to receive
  - 24 hours donated = 240 hours eligible to receive
  - 32 hours donated = 320 hours eligible to receive
  - 40 hours donated = 400 hours eligible to receive

**By signing below, you agree that you have read and understand the Catastrophic Leave Pool Policy (Chapter 6.13) in the Employee Handbook:**

**Signature:**