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CATASTROPHIC/ DECEDENT LEAVE TRANSFER

☐ I wish to assist another employee who is experiencing a catastrophic illness/injury to himself/herself, spouse, or dependent minor child.

☐ I wish to donate to the beneficiary or estate of a deceased employee.*

I hereby authorize Auditor-Payroll to transfer _____ vacation hours and/or _____

compensatory hours from my accrued balances to _____
Recipient's Name – (last name first)

☐ I will have 40 or more vacation hours remaining after this transfer. Transfers must be in one hour increments.

I understand that if more than 340 hours are donated to this employee, this transfer will not be processed but returned to my payroll clerk, unless an extension is granted by the Director of Human Resources. Decedent is not entitled to extension.

I understand that this is a confidential transaction between me and the person to whom I am donating these hours. If recipient requests a list of donors it will be supplied to the recipient by the Auditor-Payroll office.

☐ Please indicate by marking the box if you do not want to be included in the release to recipient.

***DECEDENT BENEFIT DONATIONS ONLY: I understand that if I am donating hours to the beneficiary or estate of a deceased employee, the value of the donated leave will be treated as taxable income to me under the Internal Revenue Code and will be reported on my Form W-2. I further understand that this may result in lower net pay to me due to increased taxable income when the donation is processed.**

Print your name: _____ Employee ID Number: _____

Signature: _____ Date: _____

Your Department: _____

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The Auditor-Payroll office will reduce the donor's leave hours and increase the recipient's leave hours equal to the dollar value of donated hours. Donations for Illness/Injury are converted to Catastrophic Leave and pay code *Catastrophic Lv Tkn Hrs* is entered on the employee's timecard. The Auditor-Payroll office notifies the Department Payroll Clerk when donated hours are available. Pay code recipients' and donators' leave banks are updated on Monday of pay week.

Donations related to decedent benefit will be converted to vacation hours and paid to the beneficiary at the end of the 30 day waiting period.

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AUDITOR-PAYROLL OFFICE ONLY

Date received by Auditor-Payroll: