

Catastrophic Leave Donation Form



Donor Information

Donor Name:

Last

First

CNM ID#:

Department/School:

Donation Information

Donors must have a minimum of 80 hours of sick leave in order to donate and may donate sick leave in increments of at least one hour up to a maximum of 40 hours per fiscal year.

Important Note: Leave hours are only deducted from the donating employee's leave bank when there is a need for the donated hours to be used. When the need arises Human Resources will review each donation to ensure the employee donating hours still meets the criteria to donate hours. At such time, Human Resources will inform the employee who donated the hours of the deduction from their leave bank.

Indicate the number of hours you are donating in the box below

Sick Leave Hours

Donor Authorization

I authorize CNM to deduct the number of hours from my sick leave bank as indicated above for a recipient having a catastrophic illness or injury. I understand that my donation is irrevocable.

Donor Signature

Date

Human Resources Approval

Human Resources Consultant

Date