**Catastrophic Leave Donation Program**  
**Employee Application & Health Care Provider Certification**

Employee Instructions:
1. Review the Catastrophic Leave Donation Program (CLDP) Guidelines  
2. Complete Part A and then have your Health Care Provider complete Part B of this form.  
3. Fax or mail this form to the CSU, Chico HRSC Benefits & Workers’ Compensation Unit

### PART A: EMPLOYEE STATEMENT

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee ID#</th>
<th>Phone</th>
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I am requesting participation in the CLDP for the following reason:
- [ ] My own catastrophic illness or injury
- [ ] To care for an “immediate” family member (as defined by the applicable Collective Bargaining Agreement) who suffers from a catastrophic illness or injury
  - Family member’s name ____________________________ Relationship: ____________________________

My signature below authorizes:

- my health care provider to provide the necessary information requested below to my employer for the purpose of certifying the catastrophic nature of my medical leave and expected duration so that I may participate in the Catastrophic Leave Donation Program.
- the Benefits & WC Unit to announce my name in the campus-wide email announcement as an employee requesting catastrophic leave donations. I understand only my name will be disclosed in the announcement, and no other information will be shared.

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<tr>
<th>Employee Name</th>
<th>Employee (or Employee Representative) Signature</th>
<th>Date</th>
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### PART B: HEALTH CARE PROVIDER CERTIFICATION

According to the Catastrophic Leave Donation Program guidelines, a qualifying illness or injury is one that is:

- Catastrophic in nature (chronic conditions such as cancer, AIDS, and residual effects of a stroke, may be considered catastrophic, even if the condition results in only intermittent absences) and has totally incapacitated the employee from performing his or her normal work duties.
- An employee may also qualify if he or she is required to take time off from work for an extended period to care for an immediate family member who suffers from a catastrophic illness or injury.

Does your patient’s condition fit one of these descriptions? (circle one) Yes  
No

First date of disability (or first day employee missed work to care for incapacitated family member) was or will be: ________________

Estimated date of return-to-full duty: ________________

The University is committed to providing a temporary transitional employment assignment whenever possible. If a reduced work schedule or modified work duties would allow the employee to return to work sooner, please elaborate: ________________

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<thead>
<tr>
<th>Signature of Health Care Provider</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Health Care Provider Name (you may attach a business card in lieu of completing this section):</td>
<td></td>
</tr>
<tr>
<td>Business Address:</td>
<td></td>
</tr>
<tr>
<td>Type of Practice/Medical Specialty</td>
<td>License Number:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Fax Number:</td>
</tr>
</tbody>
</table>
1. Who is eligible to receive Catastrophic Leave Donation Program (CLDP) benefits?
Any CSU employee who:
- Is in a position that accrues sick leave and/or vacation;
- Has exhausted all accrued leave credits (including sick leave, vacation, personal holiday, and CTO); and
- Suffers from a catastrophic illness or injury or requests time off work for an extended period to care for an “immediate” family member who suffers from a catastrophic illness or injury.

1 An immediate family member is defined by most collective bargaining agreements to mean a “close relative” or other person residing in the immediate household of the employee, except domestic employees, roomers, boarders or roommates. If an employee has been approved to receive CLDP benefits to care for a family member, only vacation credits may be donated to that employee.

2. What is a catastrophic illness or injury?
The Chancellor’s Office Technical Letter 92-19, negotiated bargaining unit language, and campus guidelines, respectively, define a qualifying illness or injury as one that is catastrophic in nature and totally incapacitates the employee from work. A chronic condition may also be considered catastrophic, even if the condition results in only intermittent absences. A condition which is short term in nature, such as a cold, flu or minor injury, is generally not deemed catastrophic. The campus must make a case-by-case determination.

3. Who is eligible to donate leave credits?
Any CSU, Chico state employee who accrues vacation and/or sick leave may voluntarily donate the designated amount of credits per fiscal year (July 1 through June 30) to any eligible employees on the CSU, Chico campus, regardless of bargaining unit or employee category. Associated Students employees and University Foundation employees are not eligible to donate leave credits to state CSU employees.

4. How does being on CLDP benefits effect service credit?
Retirement service credit and service credit toward miscellaneous salary increases are calculated for qualifying pay periods as though the employee were receiving regular pay. Donation time counts toward seniority points just as the use of regularly accrued leave. Employees continue to accrue sick leave and vacation at the normal rate. Each month the employee continues receiving CLDP benefits, the accrued sick leave and vacation will be used before donated leave. If the period covered by CLDP is thirty (30) days or more during an employee’s probationary period, the probationary period will be extended by that length of time. In addition, donated time may not be used beyond a temporary employee’s appointment expiration date in effect at the beginning of the disability period.

5. How long can an employee receive CLDP benefits?
The total donated leave credits normally shall not exceed an amount necessary to continue the employee’s full salary for a period of three (3) calendar months calculated from the first day of CLDP eligibility period. The President may approve an additional three (3)-month eligibility period in exceptional cases. **Unit 3 Exception:** The total donated leave credits shall normally not exceed an amount necessary to continue the employee for six (6) calendar months calculated from the first day of CLDP benefit eligibility. After three (3) months, the President may request verification of the continuing illness or injury. If the recipient employee has exhausted all donated leave credits from the campus and is in need of additional donations to complete the approved catastrophic leave period, sick leave or vacation credits may be transferred from donor faculty employees at other CSU campuses, provided the President of the recipient employee’s campus agrees to receive such donated leave credits.

6. Can participants in the Faculty Early Retirement Program (FERP) donate and receive leave credits?
FERP participants who have a leave balance are eligible to donate credits at any time. This is true even during their non-work periods, if the faculty member is expected to return to work following the academic term. However, FERP participants may receive and use donations only during scheduled work periods. The 160-hour maximum accrual limit does not apply to the number of leave credits they may receive as Catastrophic Leave donations.

7. How will my pay be issued?
Because pay does not always issue from the State Controller’s Office on a timely basis, and to ensure that funds are available on payday, the Payroll Office will **cancel your direct deposit** and request a salary advance, if necessary. Pay will be issued as a salary advance (based on an approximation of net pay) OR as a paycheck from the State Controller’s Office. Because we cannot determine ahead of time what form your pay will take, you may want to make prior arrangements with your department regarding the disbursement of your pay.

8. Will deductions be taken from my pay?
Once the donated leave credits have been transferred to the employee, they become that employee’s. Pay issues as though the employee were using their own sick leave credits. The same deductions taken from the employee’s regular pay will continue while receiving CLDP benefits. This includes voluntary deductions, provided enough pay has been generated by donated leave credits to cover them.

**REQUIREMENT:** The purpose of the CLDP is to supplement whichever one of the following disability benefits the employee may be eligible for: Industrial Disability Leave (IDL), Non-Industrial Insurance (NDI); or Temporary Disability (TD). The employee will not be allowed to waive NDI benefits at his or her option and still receive CLDP benefits.

ELWC-CLP-Form-and-Program-Guidelines.pdf; Rev. 7/2014