



## MEMORANDUM

---

**Date:**

**To:** All General Services Employees

**From:** Department of General Services  
[Insert Recipient's Office Name]

**Subject:** CATASTROPHIC LEAVE ANNOUNCEMENT

(Name of employee), an employee in the (Office/Location) has requested (number of hours) of Catastrophic Leave as authorized by provisions of the Memorandum of Understanding (MOU) and Department of Personnel Administration regulations. (Name of employee)'s request has been approved and is being announced to all employees in the Department of General Services.

The Catastrophic Leave Program allows employees who have suffered a catastrophic illness or injury and have exhausted his/her leave balances to receive donated leave credits from other employees. Employees eligible to receive donations face the prospect of a financial hardship due to prolonged illness or injury. Represented employees may donate to other represented and confidential employees only. Managers, supervisors, exempt, and confidential employees may donate to both represented and non-represented employees. Donations may be made to employees in other Departments.

If you wish to donate leave credits to (name of employee), complete the Catastrophic Leave Transfer of Leave Credits For Family Members Record (GS 905 A Est. 6/2004) and forward it to your attendance clerk (if a copy of the record is not attached, contact your Attendance Clerk). Minimum leave donation amounts are in the Bargaining Unit Contract. Vacation, annual leave, formal CTO, personal leave and/or holiday credit may be donated. Sick leave and informal CTO may not be donated. Donations may be made through (mm/dd/yy, see GS 903, Catastrophic Leave Request for approved ending date).

Please contact your attendance clerk if you have any questions regarding your leave balances or the process to transfer leave credits. Questions about the policies and procedures of the Catastrophic Leave Program should be directed to the Labor Relations Section at (916) 376-5385.

On behalf of (name of employee), I would like to thank you in advance for your contributions.

Office Chief