



**CATASTROPHIC LEAVE BANK IRREVOCABLE DEPOSIT
CERTIFICATED EMPLOYEES**

Please submit this form to Human Resources. This deposit to the Catastrophic Leave Bank for Certificated Employees is made pursuant to the provisions of the **Catastrophic Leave Program Guidelines for Certificated Employees** and the Petaluma Federation of Teachers collective bargaining agreement.

A certificated employee may not donate leave credits to the bank unless the employee has a minimum of twenty (20) carryover days of eligible leave credits in their account. The Education code defines eligible leave credits as sick or vacation leave accrued to donating employees.

A certificated employee may deposit to the Catastrophic Leave Bank a maximum of two (2) days per year of their eligible leave credits. **Deposits to the Catastrophic Leave Bank are irrevocable.**

I hereby irrevocably deposit to the District's Catastrophic Leave Bank for Certificated Employees the following:

_____ days of my accumulated sick leave credits

I understand that the aforementioned number of days of leave credits will be deducted from my accrued leave balance.

Employee Name (Printed)

Employee Signature

Employee ID Number

Date

Human Resources

_____ Approved

_____ Denied

Human Resources Signature

Date