

CATASTROPHIC LEAVE BANK IRREVOCABLE DEPOSIT CLASSIFIED EMPLOYEES

Please submit this form to Human Resources. This deposit to the Catastrophic Leave Bank for Classified Employees is made pursuant to the provisions of the **Catastrophic Leave Program Guidelines for Classified Employees** and the Petaluma Chapter #212 of the California School Employees Association collective bargaining agreement.

Classified employees may not donate leave credits to the bank unless they have a minimum of twenty (20) carryover days of eligible sick leave credits in their account.

Classified employees may deposit to the Catastrophic Leave Bank a maximum of two

(2) days per year of their eligible sick leave credits. Deposits to the Catastrophic Leave Bank are irrevocable. I hereby irrevocably deposit to the District's Catastrophic Leave Bank for Classified Employees the following: _____ day(s) of my accumulated sick leave credits I work hours per day. I understand that these leave credits will be deducted from my accrued sick leave balance. **Employee Signature** Employee ID Number Date **Human Resources** Approved Denied Human Resources Signature Date