

California State University, San Bernardino

Catastrophic Leave Request

Any CSUSB employee who accrues vacation and/or sick leave credits may receive catastrophic leave donations if he/she has a "catastrophic" illness or injury and has exhausted all CTO, vacation and sick leave available for use during the absence. If eligible for NDI, the employee must apply for it.

An employee, his/her representative or the employee's family member may initiate the request for donations. The individual initiating this request *must confirm the employee's desire to participate* and must provide appropriate verification of a catastrophic illness or injury as determined by Human Resources.

Date of Request: _____

Employee Request

Name: _____

Representative Request

Name of Representative: _____

Name of Employee: _____

Family Member Request: _____

Name of Employee: _____

For Human Resources Use Only

After reviewing the above request, it has been determined that the

Leave qualifies for catastrophic injury/illness benefits to commence on _____

Leave does not qualify for catastrophic injury/illness benefits

Human Resources Representative

Date