

PLEASANT VALLEY SCHOOL DISTRICT HUMAN RESOURCES

District Office – 600 Temple Avenue, Camarillo, CA 93010 (805) 389-2100

Request to Receive Catastrophic Leave Donations

Submit this form to HR at least 15 working days before exhausting all paid leaves

Employee Information			.
Employee Information			
Employee Name : (First and Last Name)			
Job Title:			
Job Tille.			
Department/School:			
Estimated Dates for	Start	Expected Return	Extension to Original Request?
Catastrophic Leave:			Yes No
Employee Contact	Address		
Information While on Leave:			
	Phone	Email	
Important Information			
The following requirements must be satisfied in order to qualify to receive catastrophic leave donations:			
CERTIFICATED EMPLOYEES ONLY- To qualify for Catastrophic Leave Program, you must be enrolled (see Article 11.19)			
CLASSIFIED EMPLOYEES ONLY-To qualify for Catastrophic Leave Program you must be a permanent classified employee (not on probation, limited)			
term, provisional or exempt status)			
Employee has catastrophic illness requiring time off from work for an extended period of time (short-term illnesses or injuries such as colds, flu,			
minor injuries or normal pregnancies are generally not deemed catastrophic)			
Employee must provide a letter, dated and signed by their treating physician, indicating the nature and probable duration of the catastrophic injury or			
illness			
 Employee has exhausted all available sick leave, vacation leave, and other paid time off (with the exception of extended sick leave) Summary of the Employee's Circumstances. 			
	his information will be shared with the information will be published Distr		Committee ONLY est donations, if request is approved.
Employee Certification			
I have read and understand reviewed by the Catastropl is unable to work due to the absence from work; and (C	nic Leave Committee. Determinati e employee's catastrophic illness of the extended absence from work	on of eligibility is based or or injury; and (B) the cor will create a financial ha	form. Requests for catastrophic leave will be on the following considerations: (A) the employee ndition will necessitate the employee's extended ardship; and (D) the employee has exhausted all of information to verify the catastrophic injury or Date:
, Linpioyee Signature.			שמוס.