

**To: All faculty, staff and administrators**

The **CATASTROPHIC LEAVE DONATION PROGRAM (CLDP)** allows employees to donate vacation or sick leave credits to other employees who have:

- 1) experienced a catastrophic illness or injury;
- 2) exhausted their own accrued leave credits; and
- 3) are totally incapacitated from work. Catastrophic illness or injury may also include an incapacitated member of the employee's immediate family. At the time of request, the employee or a colleague initiates a "campaign" for individual donations.

**The maximum number of hours you can donate in a fiscal year (July 1-June 30), is determined by your collective bargaining identification unit (CBID):**

CBID	1 Physicians	2, 5, 7, 9 CSEA	3 Faculty	4 Academic Support	6 Trades	8 Public Safety	11 UAW (TA Only)	MPP C99	E99
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