



OPTIONAL CATASTROPHIC LEAVE PROGRAM PARTICIPATION REQUEST FORM – Unrepresented Employee Groups

I, _____, an employee of the Contra Costa Community College District, hereby request to participate in the Catastrophic Leave Program under the District adopted personnel procedures and affirm that I have read and understand the parameters set forth in those procedures. I agree to have participation begin on July 1, _____. I agree to automatically donate and have deducted one (1) day of the same type of leave each July 1 until I formally request to opt out of the program by notifying the District Office Human Resources Department no later than June 1 for changes effective that July 1 or am no longer employed by the District.

I hereby direct that the Contra Costa Community College District deduct one (1) day from my accumulated sick or vacation leave as indicated below.

Individual Catastrophic Leave Program Coverage

Sick Leave Vacation Leave

I hereby direct the Contra Costa Community College District to deduct one (1) day from my accumulated sick or vacation leave as indicated below.

Family Catastrophic Leave Program Coverage

Individual coverage is required to participate in family catastrophic leave program coverage

Sick Leave Vacation Leave Decline Family Coverage

End Participation in Catastrophic Leave Program

I hereby direct the Contra Costa Community College District to remove me from the Catastrophic Leave Program effective July 1, _____.

Employee Name

Employee ID Number

Employee Signature

Date

A "day" shall be defined as the employee's normal, regular service day at the point of donation or usage. Changes in months of service and/or hours worked per week shall not be factored in donation or usage.

<i>For District Human Resources Use Only</i>	
Date Received:	Received By: