



ARKANSAS STATE UNIVERSITY



CATASTROPHIC LEAVE BANK

What would you do if a serious medical condition required an extended absence from work and resulted in the loss of income?

What if all of your sick and annual leave would not cover your absence from work?

The A-State Catastrophic Leave Bank is here to help!

Catastrophic Leave Bank Facts:

- If you have completed two years of service at Arkansas State University, you are eligible to participate in the Catastrophic Leave Bank.
- You may donate annual and/or sick time in eight (8) hour increments to the Catastrophic Leave Bank.
- If you have a total of 80 hours of annual and/or sick time on the books at the onset of a serious medical condition or injury that will require an extended absence from work, you may request assistance from the Catastrophic Leave Bank that will supplement your income.

What can you do to help?

Please consider donating to the Catastrophic Leave Bank.

Donations to the Catastrophic Leave Bank are critical. Once the Catastrophic Leave Bank is depleted, this will not be available for usage by any A-State employee.

If you would like to donate to the Catastrophic Leave Bank, please complete the attached donation form (below) and submit to the Arkansas State University Office of Human Resources located in the Administration Building Room 205.

**ARKANSAS STATE UNIVERSITY
CATASTROPHIC LEAVE DONOR FORM
PLEASE DETACH AND SUBMIT TO HUMAN RESOURCES**

Name:

Employee ID Number:

I voluntarily make this donation of vacation and/or sick leave to the A-State Catastrophic Leave Bank. I understand that my donation supports the continued existence of the A-State Catastrophic Leave Program and that in the event of a catastrophic illness or injury, I must apply to the program and be approved to receive benefits.

Vacation leave to be donated:

Sick leave to be donated:

Total Hours donated:

Signature:

TO BE COMPLETED BY HUMAN RESOURCES

Total Hours Donated:

Hourly Rate of Pay:

Dollar Value:

HR Rep:

Payroll Rep:



ARKANSAS STATE UNIVERSITY
Office of
Human Resources