



California Department of Public Health  
**MEMORANDUM**

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**DATE:** January 31, 2017  
**TO:** All CDPH Employees  
**FROM:** Human Resources Branch-Disability Management Unit  
**SUBJECT:** CATASTROPHIC LEAVE (CL) REQUEST

The Human Resources Branch-Disability Management Unit (DMU) is soliciting leave donations on behalf of Alan Rook, Associate Health Physicist, in the Division of Radiation Safety and Environmental Management, due to a catastrophic medical event/natural disaster. Donations are voluntary and will be used to provide paid leave once the employee's own leave balances has been exhausted.

Employees who have exhausted their leave credits and must miss work due to a prolonged illness or injury (including that of a family member) may request CL. This benefit is also available to employees whose residence has been affected by a natural disaster for which the Governor has declared a State of Emergency in that county, and who have exhausted all leave credits except sick leave. In such cases, CL bank will be established for the employee to receive donated leave from other State employees.

Types of leave that may be donated are vacation, annual leave, compensating time off, holiday credit, personal holiday, and personal leave days (donations must be a minimum of one hour). ***Sick leave or informal time off may not be donated.***

If you would like to donate leave to Alan Rook please provide the following information:

- Complete CDPH 2300 form (attached).
- Obtain your Supervisors approval.
- Email the completed form to the DMU's confidential fax or email address, 916-440-5726, or [DMU@cdph.ca.gov](mailto:DMU@cdph.ca.gov).

Once the DMU receives the completed form, the Human Resources Personnel Specialist assigned to this case will coordinate the leave transfer and provide a copy of the CDPH 2300 to the donor.

If you have any questions, please feel free to contact Peggy Hyde, DMU Analyst, at 916-319-9604 or via email at [Peggy.Hyde@cdph.ca.gov](mailto:Peggy.Hyde@cdph.ca.gov).