Catastrophic Leave: Sharing Program is designed to give staff and academic employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated vacation leave.

### Flowchart:
- **Employee (Receiver):**
  - Employee has a need for Catastrophic Leave Sharing Program
    - 1. Contact Supervisor
    - 2. Evaluate
    - 3. Approve
    - 4. Notify Employee
    - 5. Leave Administrator
    - 6. Notify Leave Administrator
    - 7. Employee wants to donate VACATION hours to a colleague
    - 8. Check VACATION balance on CalTime
    - 9. Submit written request
    - 10. Submit written request
    - 11. Review
    - 12. Approve?
    - 13. Complete forms, notify recipient
    - 14. Review
    - 15. Accept?
    - 16. Sign

- **Supervisor:**
  - End

- **Leave Administrator:**
  - End

- **Employee (Donor):**
  - Notify Leave Administrator
  - Verify:
    - Qualifying health condition exists
    - Recipient has exhausted all paid leave
    - Donor is eligible
    - Vacation balance available from donor
  - Employee wants to donate VACATION hours to a colleague
  - Check VACATION balance on CalTime
  - Submit written request
  - Submit written request
  - Review
  - Approve?
  - Complete forms, notify recipient

- **Time Keeper:**
  - 22. Select Pay Code and Enter hours (for Donor)
  - 23. Select Pay Code and Enter hours (for Recipient)
  - End

- **Central Payroll:**
  - Receive copies of form
  - 25. Manual data entry: Vacation Accepted (for Recipient)
  - 26. Notify Time Keeper
  - End