

Use this job aid to enter Catastrophic Leave Form data into CalTime.

You will receive from Central Payroll a copy of an Approved Catastrophic Leave Form. **To stay in balance with PPS you must make the necessary input into the donating and accepting timesheets.**

Catastrophic Leave-Sharing Vacation Hours Transfer Form Print Form

Policy/Procedure
 The Catastrophic Leave-Sharing Program at the University of California, Berkeley offers staff and academic employees an opportunity to support colleagues who are facing their own major health crisis or that of a qualified family or household member.
 Please refer to the [Catastrophic Leave-Sharing Program site](#) for complete program details before completing this form.
 Qualifying situations include:
 - The employee's own "serious health condition" as defined by the Family and Medical Leave Act (FMLA);
 - The serious health condition of the employee's spouse, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships); or
 - The serious health condition of a member of the employee's household.

1. Access the current period timesheet for the donating employee.
2. Enter the donated time using the **Vacation Leave Taken** Pay Code.
3. Save and close the donating employee's timecard.

Time Per				
Save Actions Amount Accruals Comment Approval				
		Date	Pay Code	Amount
X		Thu 4/10		
X		Fri 4/11		
X		Sat 4/12		
X		Sun 4/13		
X		Mon 4/14		
X		Tue 4/15	Vacation Leave Taken	8.0
X		Wed 4/16		
X		Thu 4/17		
X		Fri 4/18		

4. Access the current timesheet for the accepting employee.
5. Enter the donated time using the **Vacation Donation Accepted** Pay Code and a negative (-) number.
6. Save and close the accepting employee's timecard.
7. File the Catastrophic Leave form.

Time Per				
Save Actions Amount Accruals Comment Approval				
		Date	Pay Code	Amount
X		Thu 4/10		
X		Fri 4/11		
X		Sat 4/12		
X		Sun 4/13		
X		Mon 4/14		
X		Tue 4/15	Vacation Donation Accepted	-8.0
X		Wed 4/16		
X		Thu 4/17		

Note the negative number!

