California Department of Human Resources
Memorandum

TO: Personnel Management Liaisons (PML)

SUBJECT: Catastrophic Leave – Natural Disaster	REFERENCE NUMBER: 2015-028
DATE ISSUED: October 5, 2015	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers
Employee Relations Officers
Transactions Supervisors

FROM:　　　California Department of Human Resources
　　　　　　Labor Relations Division

CONTACT**:**　Pam Manwiller
　　　　　　Deputy Director of Labor Relations
　　　　　　(916) 324-0476
　　　　　　Fax: (916) 322-0765
　　　　　　Email: Pam.Manwiller@calhr.ca.gov

This memo is being released as a reminder to state agencies regarding Catastrophic Leave for Natural Disasters. Most bargaining unit contracts contain the following language:

"Upon request of an employee and upon approval of a department director or designee, leave credits (CTO, vacation and/or holiday) may be transferred from one or more employees to another employee, in accordance with departmental policies, under the following conditions:

1. Sick leave credits cannot be transferred.
2. When the receiving employee faces financial hardship due to the effect of a natural disaster on the employee's principal residence.
3. The receiving employee has exhausted all vacation, annual leave, or CTO credits and resides in one of the counties where a State of Emergency exists as declared by the Governor.
4. The donations must be in whole hour increments and credited as vacation or annual leave.
5. Transfer of annual leave, vacation, CTO and holiday credits shall be allowed to cross departmental lines in accordance with the policies of the receiving department.
6. The total leave credits received by the employee shall normally not exceed three (3) months; however, if approved by the appointing authority, the total leave credits received may be six (6) months.

7. Donations shall be made on a form to be developed by the State, signed by the donating employee, and verified by the donating department. These donations are irrevocable.

This section is not subject to the grievance and arbitration article of this contract."

The following opportunities are available to those who have expressed concern and a desire to assist those affected by the recent fires:

DONATIONS

To donate to Calaveras County Disaster Relief Fund for the Butte Fire:

Calaveras Community Foundation:
Designate your donation to: Disaster Relief Fund ("DRF")
Send check to:
Calaveras Community Foundation
PO Box 1436, Angels Camp, 95222
OR donate on-line at: http://calaverascommunityfoundation.org/news-events/calaveras-community-foundation-disaster-relief/

To donate to Lake County Wildfire Relief Fund for the Valley Fire:

MendoLake Credit Union:
donate on-line at: https://www.mlcu.org/
OR Donate in Person: visit any MendoLake Credit Union branch.

Redwood Credit Union:
Donate on-line at: https://www.redwoodcu.org/lakecountyfirevictims/
OR Donate in person: Visit any of Redwood Credit union branch.
OR send check to:
Lake County Fire Victims Fund
PO BOX 6104, Santa Rosa, CA 95406

You can also donate to Direct Service Providers and/or Grantmaking Organization listed below:

Please note: If you would like your donation to be for a specific disaster event (e.g., Valley Fire, Butte Fire, etc.) please make note of that on your check or online donation

Direct Service Providers:
American Red Cross http://www.redcross.org/
The Salvation Army http://www.salvationarmy.org/
United Policyholders http://www.uphelp.org/

STATE OF CALIFORNIA

Grantmaking Organization:

United Way of the Wine Country https://www.unitedwaywinecountry.org/

VOLUNTEER OPPORTUNITIES

To Volunteer for Lake County:
Pre-register to assist with the sorting of in-kind donations given to Lake County Valley Fire relief and recovery by clicking the link below:

https://ncoinc.fundlyconnect.com/WebPages/OpportunityDetail.aspx?Id=c0538cf6-9b6a-445c-99b2-f448869ec2b0

Please contact Pam Manwiller at the number or email listed above if you have further questions.

/s/Pam Manwiller

Pam Manwiller
Deputy Director of Labor Relations

STATE OF CALIFORNIA