



Disaster Relief Bank Application for Donations & Withdrawals

PLEASE SUBMIT FORM BY **SEPTEMBER 25, 2018** FOR CONSIDERATION.

Request to Donate Leave

An employee of Tehama County may donate to the Disaster Relief Bank by indicating below. Accrued leave (vacation, CTO, PTO, Management) may be donated, which will be converted to a cash value. The minimum donation is eight (8) hours and the donor must have at least 40 hours of combined leave time remaining in their leave banks following any donation. Donations are irrevocable.

I hereby pledge a total of _____ hours to be subtracted from my usable leave balances as follows:

Vacation: _____ CTO: _____ PTO: _____ Management: _____

Name of Donor: _____ Budget Unit: _____

Signature: _____ Date: _____

Request to Withdraw Funds

An employee of Tehama County who has suffered a loss due to the Carr Fire may qualify to receive donations from the Disaster Relief Bank. Depending on the donations made to the bank, eligible employees may receive a donation of either cash or leave. The intention is to assist employees with the costs associated with the loss of a home and/or supplement time off.

I am an eligible employee and request to be a recipient of funds from the Disaster Relief Bank.

Eligibility

- Loss of home (either own or rent)
 - Evacuation – number of days: _____
 - Other hardship– Explain below:
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Donation Preference

- Cash (taxable)
- Paid Leave

Name of Recipient: _____ Budget Unit: _____

Signature: _____ Date: _____

Office use only
Employee daily rate: _____