



Disaster Relief Donations Plan Recipient Application

To qualify for Disaster Relief donations, I understand I must meet the following criteria:

- I have, or will have exhausted all of my accrued vacation, compensatory time, personal time off, and/or management leave.
- I have been evacuated for more than 10 days or suffered the loss of my primary residence due to a locally declared disaster.
- I will continue to accrue vacation, sick leave, and seniority as if I was still working and will use accrued leave prior to any donated hours.
- I am eligible to receive only my regular gross monthly salary and will be taxed in accordance with the standard payroll deductions for any donations pledged to me through the Disaster Relief Donations Plan.
- I may use donated hours continuously or intermittently.
- The County shall continue to contribute the employer share portion of the health insurance premiums for benefits, as long as I remain in a paid status due to donated leave.
- The County and I will continue to contribute to CalPERS.
- The Personnel Office will send notifications to all departments requesting Disaster Relief donations in my name. The notification may be posted until there are sufficient donations received which equal the maximum 60 workdays or until I return to my normal work schedule, whichever occurs first.

Upon my return to my normal work schedule, I understand all unused donated hours will be returned to the recipients who donated leave to me.

Print Employee Name

Date

Employee Signature

Department

Home Phone Number

Personal Email Address

Upon completion, this form shall be forwarded to the Personnel Office for review.
Personnel Office 530-527-4183 | Fax 530-527-9562