

Human Resources

Compassionate Transfer of Leave (Donor)

The purpose of the Compassionate Transfer of Leave (CTL) benefit is to provide eligible employees with additional paid leave for a specific period of time due to catastrophic illness or injury. Eligibility and the CTL transfer process are governed by [NAU Policy# 4.09](#) and **NAU Human Resources Procedures**.

In accordance with the policy and procedures for CTL, the undersigned requests a deduction of vacation hours from his/her current accrual balance for donation to employee(s) in need of CTL.

**Note:** Active employee donors must retain a minimum balance of 80 vacation hours after the leave transfer. Hours will be deducted from donor's leave balance as soon as the request is processed. This transaction is irreversible.

Vacation Hours Transferred From:

Donor's Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

# of Vacation Hours To Be Transferred: \_\_\_\_\_

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Use Only

Date of Transfer: \_\_\_\_\_ Vacation Adjustment: \_\_\_\_\_ Email to Contributor?  Yes  No

Hours remaining after transfer: \_\_\_\_\_

**Contributor:**

\_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
# of vacation hours to be transferred      contributor's hourly wage      value of hours transferred

Comments:

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_