

Human Resources

Compassionate Transfer of Leave (Recipient)

The purpose of the Compassionate Transfer of Leave (CTL) benefits 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 compassionate transfer of leave, the undersigned requests a transfer of sick hours from donated CTL vacation contributions.

NOTE: The payment of donated hours is **charged to the department fund of the recipient**. This transaction **requires approval** by the recipient's department head.

To be credited to the sick leave balance of:

Recipient Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient's Department Head: \_\_\_\_\_

Recipient's Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Use Only

Recipient:

Benefit-eligible position for one-year prior to usage?  Yes  No

Short-term Disability?  Yes  No STD Eligibility Date: \_\_\_\_\_

CTL hours eligible as of this date (max=480 in rolling CY): \_\_\_\_\_

\$ \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
Hourly Wage                      Hours Needed                      Total Deduction from Pool

Comments:

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