

MEMORANDUM

To:

From:

Date:

Re: CATASTROPHIC HOURS FOR _____

Please accept this memo as a request for approval of the Catastrophic (CAT) Pool hours for _____. The CAT Pool hours has a policy limit of 480 hours. As evidenced by the attached spreadsheet, we have received sick leave hours donations.

Please indicate your approval of this request by signing below as indicated. Upon your approval, the memo along with the signed memos of the employees that donated hours will be forwarded to the Division of Human Resources for their processing. If you have any questions, please do not hesitate to contact me.

Thank you in advance for your assistance with this matter.

TO BE FILLED OUT BY THE DEPARTMENT:

I, _____ hereby approve/disapprove, on this _____ day of _____, 2016.

The use of the donated catastrophic hours for _____

Regards,

Department Head signature

Signature of area VP or Provost