

**IOWA STATE UNIVERSITY
UNIVERSITY HUMAN RESOURCES**

**DONATED LEAVE FOR CATASTROPHIC ILLNESS
NOTICE FOR REQUEST**

DEFINITION – “Catastrophic Illness” means a physical or mental illness or injury, as certified by a licensed health care provider that will result in the inability of the employee to report to work for more than 30 work days on a consecutive basis.

_____ employed by _____
(Recipient Name) (Department Name)

has met all of the eligibility criteria to receive donated leave hours (vacation or vacation credit).

If you want to donate vacation/vacation credit leave to _____
(Recipient Name)

follow these steps in Workday:

- Click on Requests
- Create Request
- Request Type: Donate Catastrophic Leave to Employee

NOTE: This announcement will remain posted for as long as the recipient qualifies to receive donated leave (vacation leave or vacation credit leave).