



HUMAN RESOURCES DEPARTMENT
MAJOR DISASTER LEAVE-SHARING PLAN
DISASTER LEAVE REQUEST FORM

I am a disaster victim and hereby request approval of Disaster Leave for the following reason(s): _____

I have lost work time because the declared disaster has affected my primary residence. I understand that donated leave:

- Must be used for purposes related to impacts to my primary residence caused by the current declared disaster, within 1 year of the County Board of Supervisor's disaster proclamation, or until the Board takes further action;
- Will be applied retroactively to Leave Without Pay (LWOP) hours incurred because of the declared major disaster (all vacation, compensatory, purchased vacation and unpaid furlough hours must be exhausted prior to receiving disaster donation hours).
- Will be provided to eligible employees subject to the number of hours donated and number of employees receiving donations each pay period;
- Is limited to a total of 320 hours and may not be received as cash in lieu of using the leave.

I further understand that Auditors Office will administer the Disaster Leave benefits and donations in compliance with IRS Rules.

Timecard Requirements:

Once vacation and comp time balances are exhausted, use pay code "LWOP" with miscellaneous transfer code "LWOP – Disaster".

Print your name: _____ Job Title: _____

Signature: _____ Date: _____

Department Name: _____ Unit: _____

Department Head to Complete:

Dept. Head (or Designee) Signature: _____

Printed Name and Title: _____ Date: _____

This Disaster donation request is: Approved Disapproved

Reason for Approval/Disapproval (or attach written comments or correspondence):

Submit completed form to Human Resources Department via facsimile (707-565-0101) or e-mail Lynne.Durrell@sonoma-county.org, with subject line Disaster Leave Request-(Employee Name)

Human Resources:

This request is: Approved Disapproved

Dir. of Human Resources/Designee: _____ Date: _____

BOARD OF SUPERVISORS APPROVED DISASTER PROGRAM DATE: OCT. 10, 2017