

**LAS VEGAS METROPOLITAN POLICE DEPARTMENT
CATASTROPHIC LEAVE DONATION FORM**

Last Name	First Name	P#	Daytime Phone #

Donations can be made from bonus hours, vacation leave, personal days, professional leave days, and appointed days. **Sick leave cannot be donated.** The minimum donation is four (4) hours. Employees must have a vacation leave balance of at least 40 hours after the donation.

Process my donation of:

- _____ hours of annual vacation leave.
- _____ hours of bonus leave.
- _____ days(s) of personal leave. (PPACE Eligible)
- _____ day(s) of professional leave. (PPA Eligible)
- _____ days(s) of appointed leave. (Appointed Eligible)

Credit my donation to the catastrophic leave bank of:

- Appointed Catastrophic Bank
- PMSA Catastrophic Bank
- PPA Catastrophic Bank
- PPACE Catastrophic Bank
- Employee: _____ P#: _____

Employee Signature	Date:
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Distribution and Submission

Forward one copy of your request to Payroll.