

## CATASTROPHIC LEAVE SUMMARY 20xx

DEPARTMENT NAME: Wildlife

Contact Person:	Vicky M. Martinez
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Date Completed:	
Agency IDs:	Agency 702 Home Org/Budget 4452

### DONATIONS 20XX\*

DONOR CODE** (e.g., D1, D2)	GRADE	HOURLY RATE***	TO DEPARTMENT BANK		TO INDIVIDUAL EMPLOYEES				TOTAL TIME DONATED	VALUE OF ALL TIME DONATED
			Hours (e.g., 8.00)	Value of Time Donated	Dept. Employee Hrs./min.	Another Dept. Hrs./min.	Subtotal Hrs./min.	Value of Time Donated		
Totals:			0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00	\$0.00

### RECIPIENTS 20XX

RECIPIENT CODE** (e.g., R1, R2)	GRADE	HOURLY RATE***	FROM DEPARTMENT BANK		FROM INDIVIDUAL EMPLOYEES				TOTAL TIME RECEIVED	VALUE OF ALL TIME RECEIVED	PERIOD OF TIME AND NATURE OF THE CONDITION (of employee receiving donation) <i>Please see code sheet to complete.</i>
			Hrs./min. (e.g., 8:30)	Value of Time Received	Dept. Employee Hrs./min.	Another Dept. Hrs./min.	Subtotal Hrs./min.	Value of Time Received			
Totals:			0.00	\$0.00	0.00	0.00	0.00	\$0.00	385.52	\$0.00	

GENERAL SUMMARY:	TIME	VALUE	STATUS OF DEPARTMENT BANK:	TIME	VALUE
All time donated in 2005			Department bank as of 12/31/04		
All time received in 2005			Donated to bank in 2005		
Net result	0.00	\$0.00	Used from bank in 2005		
			Total bank as of 12/31/05	0.00	\$0.00

\* **DO NOT** report an employee's intent to donate or time returned to the donor. Except for hours donated to the agency bank, donations are recorded in the year actually used by a recipient.  
 \*\* Report donors and recipients by sequential number code and not by name (e.g. D1, D2, D3, R1, R2, R3).  
 \*\*\* The total for the Hourly Rate column is the Average Hourly Rate.