



UNM

*Division of  
Human Resources*

# Catastrophic Leave 4/23/10



# **Catastrophic Leave**

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Employee Relations

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# Catastrophic Leave

- Fiscal Year Ending June 2009
  - Deficit reduced to \$55,764.00
- Current Status-Additional donations worked!
  - Surplus
- Final Status-Elimination of additional donations

# Timeline

- 3/29-initial e-mail communication to staff
  - <http://hr.unm.edu/articles.php?ID=352>
- 5/3-5/12-Opt Out period-Invitation to opt out e-mailed
- 5/20-Information loaded to Banner
- 5/28-will affect check on this day (pay date for both monthly and bi-weekly)

# Annual Leave Donation

- Per UBP 3400-"Annual leave is accrued at the end of the pay period and cannot be taken until the pay period following the date in which it was accrued."
- The same is true for annual leave donations to the Catastrophic Leave Program.

# Retirement

- Employee's retiring in May 2010 or after, who do not want to participate in the Catastrophic Leave Program **must** physically opt out of the program.

# How do I know if the annual leave was deducted for Catastrophic Leave?

- Review the 5/28 pay check
- Check Loboweb
  - Myunm.edu

# Questions?

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