

DONATED LEAVE / CATASTROPHIC PAY

P-1 Type 275 Donated Leave (Executive Branch) / 276 (Legislative & Judicial)

P-1 Type 846 Catastrophic Pay (Executive Branch) / 845 (Legislative & Judicial)

Requires Approvals by: PA DEPT COMP PAYL

- The total hours on the recipient's timesheet plus the donated hours received cannot exceed the employee's regularly scheduled work hours in a pay period. Example:
 - Full-time: if an employee works 80 hours in a pay period and will be paid 48.50 hours on the timesheet, they can only receive 31.50 hours in donations, for a total of 80 hours that PP.
 - Part-time: if an employee works 40 hours in a pay period and will be paid 26.52 hours on the timesheet, they can only receive 13.48 hours in donations, for a total of 40 hours that PP.
- When selecting the donations to use you must start with the donations that were submitted first (first in, first out). If an employee has too many donations listed in their P-1 for a pay period, you should start by taking away the donation(s) of the employee(s) whose forms you most recently received.
- Donated leave can be given to employees in several different leave codes: 50 - Leave Without Pay (if on leave for a family member and exhausted FMLA), 53 - FMLA for Family Member, 54 - Medical Leave Without Pay, and 57 - Medical Intermittent Leave. Note that an employee must meet all program requirements to be eligible for Catastrophic Pay.
- For more information on Donated Leave refer to the Managers and Supervisors Manual, Sections [6.85 Donated Leave for Employees](#), and [6.87 Donated Leave for Immediate Family Members](#).

P-1 Type 846 - Catastrophic Pay (845 for Legislative & Judicial Branches):

- An employee who is on catastrophic leave and receiving donations will have all their donations combined on an 846 P-1. The total of all donations should be entered in the "Catastroph Pay" field.
- The remarks must include the recipient's biweekly and hourly rate of pay, the names of **all** donating employees, the number of hours donated, whether the hours are vacation, comp, etc., and the dollar amount of each donation.
- Use the **recipient's** hourly wage to calculate the amounts – shift differential and other pay is not included.
- If an employee is receiving hours from someone that's not on the HRIS Payroll System (i.e. a DOT, CBC or Regents employee) you need to include this in the remarks of the P-1.

P-1 Type 275 - Donated Leave (276 for Legislative & Judicial Branches):

- A 275 Donated Leave P-1 must be completed for each employee donating hours. This P-1 needs to have the recipient's Social Security number, name, and how many hours are being donated (be sure to enter the hours on the correct line). The system will calculate the dollar amount.
- If the recipient is on Central Payroll you **must** fill out the recipient's SSN on the P-1 so the donation is calculated correctly.
- If an employee is donating hours to someone that's not on Central Payroll (i.e. a DOT employee) you need to include this in the remarks of the P-1. Enter the recipient's SSN if known, but if it is not known you may enter zeros instead.
- If an employee is donating to multiple recipients it is ok to write and approve all the Donated Leave P-1s for the employee at the same time. You do not need to wait for the employee's donation to one recipient to process before doing a P-1 to donate to another recipient.
- Note: This P-1 type cannot be approved until the Tuesday after rewrites have processed – if you receive the error "This P-1 type must be written for the current pay period" then wait until Tuesday and you should be able to approve the P-1.