



## DISASTER LEAVE DONATION FORM - January 2023 Storm Event

On January 9, 2023, due to the storm/flood event in California, President Biden declared a federal emergency under the Stafford Act that included the County of Sonoma. The County Board of Supervisors ratified a proclamation of local emergency on January 10, 2023, activating the County's Disaster Leave Donation program. Under the Disaster Leave program, employees may donate accrued vacation and compensatory hours to employees impacted by a declared disaster.

**To donate hours, review and complete this donation form.**

I wish to assist another employee who is a victim of the January 2023 Storm Event.  
I understand that:

- I may donate regularly accrued vacation or compensatory hours only.
- Donated hours must be in one-hour increments.
- My donation will be only be used specific to the January 2023 Storm Event, and will be "pooled" with other donations. Auditor-Controller-Treasurer-Tax Collector Payroll Division will deduct and apply donated hours in the order received and will monitor donation levels to minimize the number of unused hours. This may result in donations not being deducted at the time they are donated, or donations not being accepted, if sufficient donations have already been received to cover the needs of impacted employees.
- I must have 40 or more accrued vacation hours remaining after my donation is deducted.
- The total number of vacation and compensatory hours combined that I can donate for this disaster may not exceed the number total number of hours of vacation I normally accrue in a year based on my MOU or Salary Resolution.
- I may not claim donated time as a charitable donation.
- The County will comply with all IRS rules in administration of the Disaster Leave program.

Name (Print): \_\_\_\_\_ Employee # \_\_\_\_\_

Department: \_\_\_\_\_

Number/Type of Hours Donated (1 hour increments): Vacation \_\_\_\_\_ Comp \_\_\_\_\_

**I authorize ACTTC Payroll to deduct the indicated hours from my leave accruals, and to apply all applicable taxes due:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to ACTTC-Payroll via facsimile (707-565-4694) or e-mail [ACTTCPayrollDivision@Sonoma-County.org](mailto:ACTTCPayrollDivision@Sonoma-County.org), with the subject line: Storm Disaster Leave Donation.

### AUDITOR-PAYROLL OFFICE ONLY

Date received by Auditor-Payroll:	
Pay Date Deduction Applied:	