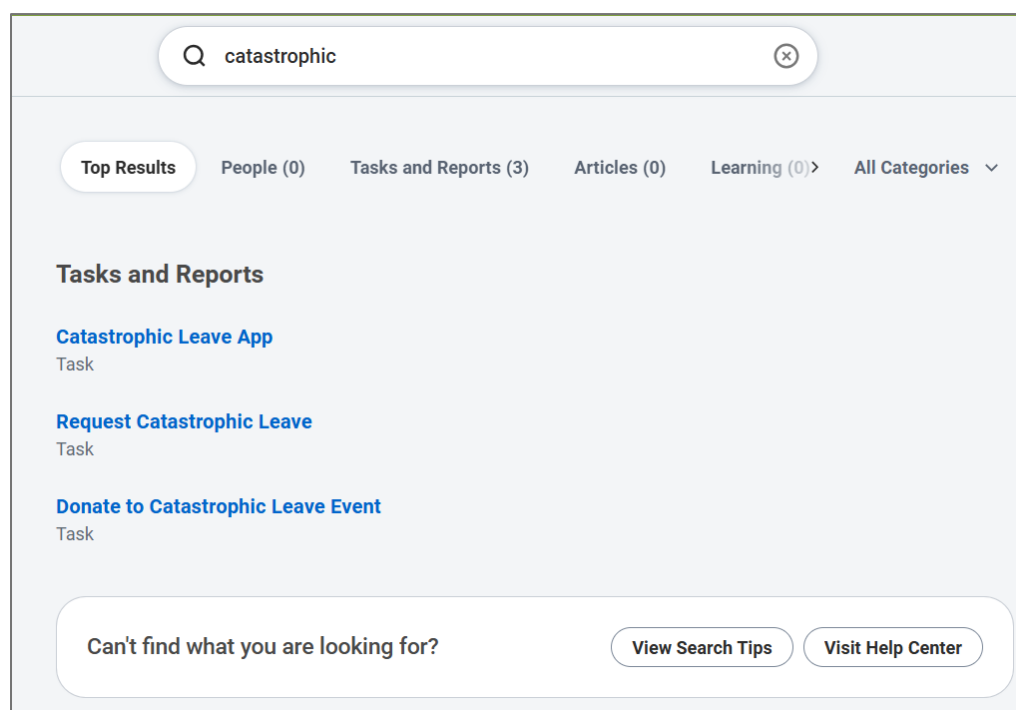


CATASTROPHIC LEAVE REQUESTS AND DONATIONS PREVIEW

NOTE: The Kern360 build is still in progress, so there may be differences between this preview and the final version at go-live.

Kern360 streamlines requests and donations for catastrophic (CAT) leave. The process is conducted entirely within Kern360 without the need for any externally housed forms.

Searching for catastrophic leave in Kern360's global search bar bring up the Catastrophic Leave App, which displays options for both requesting and donating CAT leave, as well as individual tasks for requesting CAT leave and donating CAT leave.



Let's take a look at the CAT Leave App.

When you select the CAT Leave App from your search results, you'll see the app displayed below. The app has sections for both requesting catastrophic leave and donating any unused leave.

Catastrophic Leave Events

Overview

Do you want to have a positive impact in the lives of your coworkers? Our leave donation program allows you to support colleagues in need by donating your unused leave. Take some time to give back and make a difference in your workplace community today.

Request Catastrophic Leave

By Submitting a request, you are seeking temporary leave support due to a serious illness, family care needs, or an unforeseen emergency.

[Request Catastrophic Leave](#)

Donate Unused Leave

By Donating leave, you provide crucial support to colleagues facing serious medical or personal hardships when their leave balances are exhausted.

[Donate to Catastrophic Leave](#)

Catastrophic Leave App

Clicking Request Catastrophic Leave opens up a form with the option to attach a request letter. Once the request form is submitted, the request is routed to an HR partner for approval. HR partners may also create CAT leave requests on behalf of an employee if needed.

Clicking Donate Catastrophic Leave brings up a list of employees with approved CAT leave requests. Donating employees can select their donation recipient and complete a short form designating the balance they are using for the donation (sick, vacation, comp time) and how many hours they wish to donate.

Catastrophic Leave Donation

Catastrophic Leave Recipient:

My Time Off Balances Eligible to Donate 3 items

	Plan	Quantity
	Comp Time (Hours)	4.5 Hours
	Sick (Hours)	10.713126 Hours
	Vacation (Hours)	56.78699 Hours

Donation Type *

× Vacation (Hours)

How Many Hours Do You Want to Donate? (8 Hour Minimum Donation)

Your Hourly Rate

Donation Cash Value

OK

Cancel