

The CAP Employee Relations Committee and the Board of Directors has established the Employee Emergency Grant Fund to assist fellow employees in time of crisis or unfortunate circumstance by providing income continuation or assistance with CAP health insurance premium.

We cannot all do great things, but we can do small things with great love.

Mother Theresa

CAP will use employee donations to supplement co-workers' personal time when, due to a prolonged absence from work, they have depleted their own personal and vacation hours. The personal leave supplement **will allow a needy employee to receive a full paycheck** (subject to availability of emergency funds and the Employee Relations Committee's review of the request). Or, the employee may receive assistance to pay their share of the CAP health insurance premium.

CAP converts employee donations of vacation hours into personal time and makes it available to needy employees. The amount an employee receives is at the same rate as their actual pay scale and is subject to taxes.

You can help your co-workers by contributing to this fund. Select one of the following and return this form to the Highway 10 office.

- I authorize a payroll deduction of \$_____ per payperiod to be used for the Employee Emergency Grant Fund.
- My check for \$_____ is attached to be used for the Employee Emergency Grant Fund.
- I authorize a deduction of _____ hours of **vacation** from my accrual to be used for the Employee Emergency Grant Fund. (Sorry, no personal time donations will be allowed.)

Signature

Date