

CATASTROPHIC LEAVE

A. Purpose and Scope

To provide guidance and direction for District personnel regarding the implementation of the District's catastrophic leave program.

B. General

1. Employees may donate their accrued vacation and/or sick leave to an employee experiencing a catastrophic illness or injury to their person or member of their family.
2. The employee who is, or whose family members are, suffering from a catastrophic illness or injury shall request that eligible leave credits be donated and shall be required to provide verification to the Associate Superintendent for Human Resources of catastrophic injury or illness.
3. The Associate Superintendent for Human Resource shall consider catastrophic leave on a case by case basis and determine whether the employee is unable to work due to the employee's catastrophic injury or illness.
4. Employees shall exhaust all accrued paid leave prior to receiving donated leave credits.

C. Forms Used and Additional References

None

D. Procedure

1. Definitions
 - a. "Catastrophic Illness" or "Injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking

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extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.

"Incapacitates" means unable to care or provide for themselves requiring the immediate attention of the employee.

"Extended Period" means at least thirty calendar days but not more than twelve calendar months.

"Sick Leave hours" shall be of equal value regardless of job classification, pay range or position of the donating employee.

- b. "Eligible Leave Credits" means vacation and sick leave accrued to the donating employee.
 - c. "Family Member" includes employee, spouse, children of employee and spouse or parents of employee or spouse who reside in the same residence.
2. Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:
- a. Employee shall request permission to utilize catastrophic leave in writing from the Associate Superintendent of Human Resources.
 - b. Catastrophic leave shall not be available for any injury or illness that is a result of work related illness or injury.
 - c. Catastrophic leave shall be available on a one time basis for each employee not to exceed twelve calendar months.
 - d. Any employee who receives paid leave pursuant to this policy shall use any and all leave credits that he or she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this policy.

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- e. All transfers of eligible leave credit are irrevocable upon receipt of written confirmation of the donated leave credit in the personnel office.
- f. Employee shall provide verification of the catastrophic injury or illness and that such injury or illness renders the employee unable to work due to the employee's or his or her family member's catastrophic illness or injury.
- g. Associate Superintendent for Human Resources or his/her designee shall verify that the employee has exhausted all eligible paid leave credits.
- h. Upon verification of the qualification for catastrophic leave, the Associate Superintendent for Human Resources or his/her designee shall notify all eligible employees of the need for donations for catastrophic leave.
- i. Upon written notice to the Human Resources Office donated accrued paid leave shall be recorded by the date, time and name of the donating employee.
- j. Employees may donate accrued paid leave at a minimum of eight hour increments.
- k. Donated leave shall be utilized in increments not to exceed one full day in the order in which the days were donated for each donating employee. Multiple donated days shall be utilized in the order in which they were donated not to exceed one full day until such time all donated leave has been exhausted.
- l. Donated sick leave may be donated to a specific employee.
- m. Employees who have donated paid leave shall be notified by the Human Resources Office whenever a day or partial day has been utilized for an employee on catastrophic leave.

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- n. Donated leave credits may be used for, but not to exceed, a maximum period of 12 consecutive months.
- o. All donated sick leave, upon return of the employee to work, shall be assigned back to the individual who donated the sick leave.

E. Reports Required

None

F. Record Retention

Files maintained in Human Resources office if applicable

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Legal Reference:

EDUCATION CODE

44043.5 Catastrophic Leave

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