

WHAT IS THE CATASTROPHIC SICK LEAVE BANK?

Upon the recommendation of the Davis Education Association and the Davis Educational Support Professionals, the district has established a Catastrophic Sick Leave Bank from which participating employees may receive additional sick leave when they or an immediate family member experience a severe, extended illness or a catastrophic medical problem.

Who is qualified for the benefit?

Only employees who have contributed to the bank as required and who have depleted all available sick leave and personal/vacation leave shall be eligible to receive consideration for sick leave from the bank.

Only severe, extended illness and catastrophic medical problems of an employee or immediate family member will be considered for leave withdrawals from the bank. Illness or medical problems of a short-term nature shall not be considered. Life-threatening illness and severe accidents requiring extended recovery periods will be given first priority.

How to apply for the benefit.

Requests to use leave from the Catastrophic Sick Leave Bank must be in writing and addressed to the Human Resources Director. The request must include:

- reason for the request,
- written verification from attending physician (indicating nature, severity of illness or health problem, and projected recovery date).

The district reserves the right to approve requests, deny requests, or to approve only a portion of the days requested.

HOW TO ENROLL IN THE CATASTROPHIC SICK LEAVE BANK

To participate in the Catastrophic Sick Leave Bank program, an employee must contribute one day of his or her sick leave to the bank. This contribution must be made during the district's insurance open enrollment period. The contribution is made by following the instructions on the district's automated open enrollment system.

Who should contribute?

Because the Catastrophic Sick Leave Bank still has a substantial balance of hours remaining, employees who contributed to the bank during last year's Open Enrollment period do not need to contribute again this year in order to remain eligible for the program's benefits during 2020. (The district's automated Open Enrollment system will let you know if you contributed to the bank last year.)

Employees who did not contribute a day of sick leave during Open Enrollment last year but wish to participate in the Catastrophic Sick Leave Bank program during 2020 will need to contribute a day of sick leave to the bank prior to the end of the Open Enrollment Period.

**Specific provisions governing the Catastrophic Sick Leave Bank
may be found in the current Classified Agreement and Educators' Agreement.**