

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. New this year, pursuant to negotiations with DEA and DESP, employees who have contributed to the Catastrophic Sick Leave Bank are also eligible to receive up to five days of sick leave from the bank for leave taken by a mother or father due to childbirth or adoption.

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 illnesses and catastrophic medical problems of an employee or immediate family member, as well as leave taken by a mother or father for childbirth or adoption, will be considered for leave withdrawals from the bank. Illnesses or medical problems of a short-term nature shall not be considered. Life-threatening illnesses 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 or designee. The requests must include the reason for the request, written verification from the attending physician indicating the nature and severity of the illness or health problem, along with the projected recovery date. (Written verification from a physician is not required for requests based on leave taken for childbirth or adoption.)

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 open enrollment system in Encore.

Who should contribute?

This year, all district employees who are eligible for sick leave and who wish to participate in the Catastrophic Sick Leave Bank program for 2024 will need to contribute one day of sick leave to the bank during the open enrollment period, regardless of prior participation and contributions.

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