



PERSONNEL – CLASSIFIED EMPLOYEES

BOARD POLICY – CATASTROPHIC LEAVE PROGRAM

BP 4261.9

The County Board of Education and the County Superintendent of Schools recognizes that SBCEO employees may desire to assist other employees who have an urgent need for a leave of absence but do not have sufficient accrued leave to cover their absence. The County Superintendent of Schools or designee shall establish a catastrophic leave program by which employees may donate accrued vacation and/or sick leave credits, which shall be placed into a pool for use by eligible employees.

Donations made under the catastrophic leave program shall be strictly voluntary.

The SBCEO's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The County Superintendent of Schools or designee may notify employees annually, or more frequently if the need arises, of the process for donating leave for this purpose.

An employee may apply to use donated leave credits in accordance with the accompanying administrative regulation when the employee has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of the employee's family for an extended period of time. (Education Code 44043.5)

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 44043.5	Catastrophic leave
Ed. Code 44977	Salary schedule for substitute employees
Ed. Code 44978	Sick leave, certificated employees
Ed. Code 44983	Compensation during leave, certificated employees
Ed. Code 45190-45191	Sick leave and vacation, classified employees
Ed. Code 45196	Salary deductions during sick leave, classified employees
Lab. Code 245-249	Healthy Workplaces, Healthy Families Act of 2014

ADOPTED BY COUNTY BOARD:
REVISED:

September 1, 2022