

## **Catastrophic Leave Bank Enrollment Application**

To become a member of the Catastrophic Leave Bank (formerly known as the Sick Leave Bank) an employee must complete and submit the online enrollment application. Membership in the Georgetown ISD Catastrophic Leave Bank is available only to all full and part-time regular employees. Information on the Catastrophic Leave Bank can be found in District policy DEC(LOCAL), the GISD Employee Handbook, and in the Q&A's below.

**Q: *What is the Catastrophic Leave Bank?***

*A: The Catastrophic Leave Bank is a collection of donated Local Sick Leave days that allows the District to provide additional paid leave days ("Catastrophic Leave") to participating employees who experience a qualifying catastrophic event and meet all eligibility requirements.*

**Q: *How do I enroll in the Catastrophic Leave Bank?***

*A: To enroll in the Catastrophic Leave Bank the employee must initially contribute 2 sick days into the Catastrophic Leave bank. (You do NOT have to re-enroll each school year, unless you have exhausted all 60 days of catastrophic leave in the prior school year.)*

**Q: *What is Catastrophic Leave?***

*A: An employee who has donated to the Catastrophic Leave Bank may request up to sixty (60) days of Catastrophic Leave if the employee, or a member of the employee's immediate family, experiences a catastrophic illness or injury and the employee has exhausted all paid leave.*

**Q: *How is "catastrophic illness or injury" defined?***

*A: Catastrophic illness or injury is a severe, prolonged, or life-threatening condition, or combination of conditions, affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time, and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Bereavement shall not be covered. The condition of pregnancy shall not be covered, but severe medical complications resulting from pregnancy or childbirth shall be considered.*

**Q: *Who Makes Eligibility Determinations for Catastrophic Leave?***

*A: A committee made up of GISD employees shall confidentially consider applications in accordance with District policy and established Catastrophic Leave Bank procedures. The Human Resources Department will remove names from applications before review by the Committee to allow anonymous leave requests. HR will appoint Committee members on an annual basis. The Committee shall be representative of multiple departments and include employees who have relevant expertise and/or experience.*

**Q: *Must I contribute two (2) days each year?***

*A: No. Only employees who exhaust all sixty (60) days of Catastrophic Leave will be required to donate two (2) additional days the following year during annual Catastrophic Leave Enrollment to rejoin the Catastrophic Leave Bank.*

**Q: *What if I only use a portion of my available sixty (60) days of Catastrophic Leave?***

*A: Employees will remain a member of the Catastrophic Leave Bank until they have exhausted all 60 days of Catastrophic Leave. This could happen over several incidents and years. Once the 60-days have been exhausted, the employee will no longer be a member of the Bank. However, the employee will have the opportunity to rejoin during the next open enrollment.*

*\*If contributions fall below usage, the district has the right to reduce the number of days for which an employee can apply. Should the Catastrophic leave bank be depleted, the District reserves the right to require employees to donate additional days to remain eligible to apply for catastrophic leave.*