

All Personnel

CATASTROPHIC LEAVE PROGRAM

BP 4161.9
4261.9
4361.9

The Governing Board recognizes that district 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 Superintendent 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 district's policy and procedures regarding catastrophic leave shall be included in the employee handbook. The Superintendent 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 he/she has exhausted all applicable paid leaves of absence and a catastrophic illness or injury incapacitates the employee or a member of his/her family for an extended period of time. (Education Code 44043.5)

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

Legal Reference:

EDUCATION CODE

44043.5 - Catastrophic leave

44977 - Salary deduction during sick leave, certificated employees

44978 - Sick leave, certificated employees

44983 - Compensation during leave, certificated employees

45190-45191 - Sick leave and vacation, classified employees

45196 - Salary deductions during sick leave, classified employees

LABOR CODE

245-249 - Healthy Workplaces, Healthy Families Act

Policy

Adopted: September 26, 1995

Revised: May 22, 2014; November 21, 2019

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California