

## **CATASTROPHIC LEAVE**

The Governing Board recognizes that an employee may experience a catastrophic illness or injury which incapacitates the employee for an extended period of time or incapacitates a member of the employee's family which requires the employee to take time off from work for an extended period of time to care for oneself, and/or the employee's ~~that~~ family member. The extended time off must create a financial hardship on the employee because he or she has exhausted all of his or her sick leave and other paid time off. 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.

Employees may donate their accrued vacation and/or sick leave to an employee experiencing a catastrophic illness or injury to their person or member of their family. The employee who is, or whose family members are, suffering from a catastrophic illness or injury shall request that eligible leave credits be donated and shall be required to provide verification to the Associate Superintendent for Human Resources of catastrophic injury or illness. The Associate Superintendent for Human Resource shall consider catastrophic leave on a case-by-case basis and determine whether the employee is unable to work due to the employee's catastrophic injury or illness. Employees shall exhaust all accrued paid leave prior to receiving donated leave credits.

Employees may upon written notice to the District donate eligible leave credits at a minimum of eight-hour increments. Donated leave credits may be used for a period not to exceed 12 consecutive months. Donations made under the catastrophic leave program shall be strictly voluntary. All transfers of eligible leave credit are irrevocable. Employees receiving paid leave pursuant to this policy shall use any leave credits they continue to accrue on a monthly basis prior to receiving paid leave pursuant to this policy.