

CATASTROPHIC LEAVE PROGRAM

AP No. 7345

Board Reviewed: 6/11/14

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- I. The District has established a catastrophic leave program consistent with Education Code Section 87045 to permit Management/Confidential employees of the District to donate eligible leave credits to an employee when that employee or a member of his/her family suffers from a catastrophic illness or injury.

- II. For the purposes of this procedure, the following terms are defined as follows:
 - a. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family requiring the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.

 - b. "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.

- III. Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:
 - a. The employee who is, or whose family member is, suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides verification of catastrophic injury or illness.

 - b. The employee has exhausted all accrued paid leave credits. If the transfer of eligible leave credits is approved, any employee may, upon written notice, donate eligible leave credits at a minimum of eight hours, and in hour increments thereafter.

- IV. All transfers of eligible leave credit shall be irrevocable.

- V. An employee who receives paid leave pursuant to this procedure shall use any leave credits that he/she continues to accrue on a monthly basis prior to receiving such leave.

- VI. The following process shall be used to grant catastrophic leave for management/confidential employees. Catastrophic leaves for faculty and classified employees are outlined in their respective collective bargaining agreements:
 - a. A Catastrophic Leave Committee will be created from the management and confidential employees to approve or disapprove all requests. The Catastrophic Leave Committee shall consist of the president of the Management Confidential Council (MCC), the Director of Human Resources, and a manager for managerial requests or, a confidential employee for confidential employee requests.

 - b. The Catastrophic Leave Committee shall determine if the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury.

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- c. If the transfer of eligible leave credits is approved by the Catastrophic Leave Committee, any manager or confidential employee may, upon written notice to the Committee, donate eligible leave credits. The maximum amount of time for which donated leave credits may be used is sixty (60) work days per catastrophic incident. Additional requests may be made to the Committee and may require additional medical verification.
- d. No employee shall be coerced, threatened, intimidated, or financially induced into donating paid leave time to another employee.
- e. Catastrophic leave donations cannot be used retroactively for a previous unpaid absence.
- f. Catastrophic leave time may not be used to extend a date of retirement and may not be used to receive service credit following a service or disability retirement.
- g. Catastrophic leave terminates when:
 - 1. The recipient receives any type of disability pay (e.g. LTD, Workers' Compensation);
 - 2. The employee terminates employment with the District;
 - 3. The need no longer exists for catastrophic leave; or
 - 4. The number of hours requested and granted exceeds sixty (60) days.

VII. Source / References:
Ed Code 87045