

CATASTROPHIC LEAVE PROGRAM

AP No. 7345

Board Reviewed: 06/11/2014; 10/12/2022

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I. Introduction

- A. The Rio Hondo Community College District has established a catastrophic leave program to permit management/confidential employees of the District to donate eligible leave credits to an employee when that employee or a member of their family suffers a catastrophic illness or injury. Catastrophic leaves for faculty and classified employees are outlined in their respective collective bargaining agreements.
- B. For purposes of this procedure, the following terms are defined as follows:
 - 1. "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 they have exhausted all of their sick leave and other paid time off.
 - 2. "Eligible leave credits" means vacation leave and sick leave accrued to the donating employee.

II. Eligible leave credits

- A. Eligible leave credits may be donated to an employee for a catastrophic illness or injury if all of the following requirements are met:
 - 1. 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;
 - 2. The Vice President of Human Resources, or designee, determines that the employee is unable to work due to the employee's or their family member's catastrophic illness or injury; and
 - 3. The employee has exhausted all accrued paid leave credits.
- B. 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.
- C. The maximum amount of time for which donated leave credits may be used shall not exceed use for a maximum period of 12 consecutive months.

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- D. Verification of catastrophic injury or illness shall be required.
- E. All transfers of eligible leave credit shall be irrevocable.
- F. An employee who receives paid leave pursuant to this procedure shall use any leave credits that they continue to accrue on a monthly basis prior to receiving such leave.
- G. No employee shall be coerced, threatened, intimidated, or financially induced into donating paid leave time to another employee.
- H. Catastrophic leave donations cannot be used retroactively for a previous unpaid absence.
- I. 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.

III. Termination of catastrophic leave

Catastrophic leave terminates when:

- A. the recipient receives any type of disability pay (e.g., long term disability (LTD), workers' compensation)
- B. the employee terminates employment with the District; or
- C. the need no longer exists for catastrophic leave.

IV. Catastrophic leave report

The Superintendent/President shall provide the Board of Trustees, when requested, with a report regarding all catastrophic leave requests and responses. This report must disaggregate catastrophic leave requests and responses by race, age, gender, religion, or any other characteristic identified by the Board.

V. Sources/references

Education Code Section 87045