

CATASTROPHIC LEAVE

Definitions

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 immediate family as defined by Family Medical Leave Act (FMLA) or California Family Rights Act (CFRA).

Eligibility

To be eligible for Catastrophic Leave, the employee shall have exhausted all accrued leave, including advanced sick leave. To utilize Catastrophic Leave, the employee shall apply through the Human Resources Department in the following manner:

- Request the leave by providing a written letter
- Attach a physician's statement that the applicant or a member of his/her family is unable to work due to an extended medical condition that incapacitates him/her and that the condition is likely to last for a specified period of time

An employee shall not be eligible for Catastrophic Leave during the period of time the employee is receiving full pay under Industrial Accident or Illness (sick) Leave or any other fully paid leave.

Leave Donation Criteria and Process

Only employees with ten (10) or more days of accumulated (not advanced) sick leave shall be permitted to donate days toward another employee for Catastrophic Leave. However, the donor shall maintain a sick leave balance of at least ten (10) days after making a donation.

Each eligible employee may donate a maximum of five (5) days of accumulated sick leave for each request by an employee approved for Catastrophic Leave.

Within three (3) business days of receipt of the request for catastrophic sick leave, the Human Resources Department shall distribute a communication to staff within the requesting employees' group/classification (i.e., management, professional, confidential), including the name of the individual requesting, their classification and department.

Employees seeking to donate sick leave shall advise the Human Resources Department in writing utilizing the Catastrophic Leave Donation form (See AR 4361E).

CATASTROPHIC LEAVE
(continued)

AR 4361

The Payroll Department shall confirm eligibility for all individuals who wish to donate sick leave. The sick leave transfer shall be effective within five (5) business days of receipt of donation form.

Donated sick leave days shall be utilized on a one (1) day basis (regardless of the number of hours per day) per employee donating. If one day has been utilized from all donors, then a second day shall be utilized. The employee with the most accumulated sick leave days shall be the first donor, the second most accumulated days shall be the second donor, etc.

Once the Catastrophic Leave period has ended, any unused donated days shall be credited back to the donor.

Approved: 03/02/18