

## CATASTROPHIC LEAVE FOR FACULTY BARGAINING UNIT MEMBERS

1. **Catastrophic Leave Program:** The Catastrophic Leave Bank (C.L.B.) is a “bank” of donated sick leave days which may be requested for use by Unit Members who are suffering from a catastrophic illness or injury, once they have exhausted all full-paid leaves.

A Unit Member is eligible to use Catastrophic Leave when the following conditions are met:

- a) The Unit Member requesting use of the leave is a participant in the program pursuant to the requirements set forth in this procedure;
- b) The Unit Member has submitted a written request that includes a physician’s verification of a severe or incapacitating illness or injury that is expected to continue for an extended period of time and prevents the Bargaining Unit Member from performing his/her duties;
- c) The Unit Member will not receive payment for the time absent due to illness or injury from Workmen’s Compensation (C.W.C.I.A);
- d) The Unit Member has exhausted all balances in all full-paid leave categories;
- e) The Unit Member has not withdrawn more than forty (40) days of sick leave per catastrophic illness or injury;
- f) There is sufficient leave in the C.L.B.

2. **Enrollment in Catastrophic Leave Bank:** Beginning November 1, 2007 all Unit Members may make the minimum contribution of sick leave to the C.L.B. (see item 5 below), to become an initial member so long as they have one sick day accrued. November through December 19, 2007 is designated as the initial open enrollment period for membership in the bank. Thereafter, an annual open enrollment period will occur each March; however nothing precludes any C.L.B. member from donating to the bank at any time. All donations of sick leave are general donations and may not be designated for any specific recipient. Days contributed to the bank by the Unit Members cannot be withdrawn for any use other than Catastrophic Leave.

3. **New Hires:** Newly hired full-time Unit Members may donate one day of sick leave to the C.L.B. immediately upon hire. Newly hired part-time Unit Members must have a minimum of four (4) L.H.E. assigned to participate in the initial enrollment. After the initial enrollment, the Unit Member must maintain the required balance in order to donate.

4. **Required Balance:** After the initial enrollment in the C.L.B., a Unit Member may not donate to the C.L.B. if the balance in the Member’s sick leave account will fall below ten (10) days. When the number of days in the C.L.B. drops below fifty (50), a request for donations to the bank will be sent to all Unit Members.

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5. **Minimum Contribution:** The minimum contribution to the C.L.B. by any full-time Unit Member will be one (1) day. The minimum contribution to the C.L.B. by any part-time Unit Member will be four (4) hours. Full-time Unit Members may use their available overload sick leave balance for the contribution. For faculty on 35-hour per week contracts, seven (7) hours shall be equivalent to one (1) day.
6. **Maximum Contribution:** The maximum a Unit Member may donate per academic year is two (2) days. The donation will be irrevocable.
7. **Donations:** The Unit Member must complete the form authorizing the District to debit the Unit Member's accrued sick leave and credit the C.L.B. with the number of days specified on the enrollment/donation form. For initial enrollment, the donation form must be completed and returned Human Resources Operations, Room 1670, no later than December 19, 2007.
8. **Withdrawals:** Once a Unit Member who is suffering from a catastrophic illness or injury has exhausted all full-paid leaves (including all full-salary sick leave), the Unit Member may apply to withdraw up to twenty (20) days of full-salary sick leave from the bank. At the end of the 20-day period, an additional twenty (20) days of full-salary sick leave may be requested. Unit Members may request a maximum of forty (40) days of sick leave from the bank per catastrophic illness or injury. The Unit Member should complete an application for withdrawal of days from the bank. If the Unit Member is not able to request/complete the form due to the seriousness of his/her illness or injury, then a family member with the legal authority to act on behalf of the Unit Members may request/complete the application. All complete applications must be accompanied by written verification (prepared and signed by a licensed physician of the State of California) stating the nature of the catastrophic illness or injury and the anticipated number of days the Unit Member will be absent from work. Requests for an application for withdrawal of sick leave days are to be submitted to the Director of the Human Resources. All applications must be approved by the C.L.B. Committee. Any unused days will be returned to the C.L.B.
9. **Eligibility:** To be eligible for the benefit of withdrawals from the C.L.B., a faculty member shall contribute to the bank prior to requesting leave.
10. **Catastrophic Leave Bank Committee:** The Catastrophic Leave Bank Committee will be composed of two (2) members appointed by the District and two (2) members appointed by the Association.
11. **Committee Decision:** It requires the affirmative vote of three (3) or more committee members to approve the use of days from the bank. The decision of the C.L.B. Committee regarding withdrawal of days from the bank will be final and binding.
12. **Annual Balance Report:** Human Resources will provide an annual report of the number of days in the bank to the Association President at the beginning of each academic year. The actual report will be generated and maintained by the Payroll office.