

CATASTROPHIC LEAVE FOR CLASSIFIED BARGAINING UNIT MEMBERS

1. **Catastrophic Leave Program:** The Catastrophic Leave Bank (C.L.B.) is a "bank" of donated sick leave and/or vacation 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 Workers' 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- e) The Unit Member has not withdrawn more than forty (40) days of sick leave per catastrophic illness or injury;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 August 1, 2008 all Unit Members may make the minimum contribution of sick leave and/or vacation leave to the C.L.B. (see item 5 below), to become an initial member so long as they have one sick day accrued. Thereafter, an annual open enrollment period will occur each May; however nothing precludes any C.L.B. member from donating to the bank at any time. For initial enrollment, the donation form must be completed and returned to Human Resources no later than September 30, 2008. All leave donations 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 Days contributed to the bank by the Unit Members cannot be withdrawn for any use other than Catastrophic Leave.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 Unit Members may donate eight (8) hours of sick and/or vacation leave to the C.L.B. immediately upon hire. 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 and vacation leave accounts 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.

5. **Minimum Contribution:** The minimum contribution to the C.L.B. by any full-time Unit Member will be eight (8) hours. The minimum contribution to the C.L.B. by any part-time Unit Member will be four (4) hours. The donation will be irrevocable.

6. **Donations:** The Unit Member must complete the form authorizing the District to debit the Unit Member's accrued sick and/or vacation leave and credit the C.L.B. with the number of days specified on the enrollment/donation form.

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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 or other person 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 Unit Member shall contribute to the C.L.B. in accordance with item 5 above prior to requesting leave. An exception to this will be considered for Unit Members who are out of work suffering from a catastrophic illness or injury at the time of implementation of this policy if he/she has exhausted all full-paid leaves.

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 CSEA.

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 CSEA President at the beginning of each fiscal year. The actual report will be generated and maintained by the Payroll office.