



Administrative Procedure 7345 Catastrophic Leave Program

Reference: *Education Code Section 87045;*
CSEA Bargaining Unit Agreement;
CTA/NEA Bargaining Unit Agreement

The Catastrophic Leave Program permits employees of the district to anonymously donate eligible leave credits to other employees when recipients or their families suffer from a catastrophic illness or injury.

- “Catastrophic illness” or “catastrophic injury” means an illness or injury expected to be incapacitating for an extended period of time, or that incapacitates a family member and requires taking time off from work for an extended period of time to care for family and this extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.
- “Eligible leave credits” means vacation leave and sick leave accrued to the donating employee.

Eligible leave credits may be donated for catastrophic illness or injury if all of the following requirements are met:

- Recipients file a request with the district appealing for donated eligible leave credits and provide verification that they or their family are victims of catastrophic injury or illness;
- The Director of Human Resources or his/her designee determines that recipients are unable to work due to catastrophic illness or injury, or a family member has suffered from a catastrophic illness or injury; and
- Recipients have exhausted all other accrued paid leave credits.

After the transfer of eligible leave credits is approved by the district, any employee may give written permission to donate their eligible leave credits. Limits on eligible leave credit amounts that employees may donate or receive depend on collective bargaining unit rules.

Only the district may make announcements seeking eligible leave credit donations for catastrophe victims or their families.

Employees who receive catastrophic leave credits will continue to use any other accumulated leave credits which may accrue to them on a periodic basis prior to using paid catastrophic leave.

The maximum amount of time for which donated leave credits may be used by a recipient may not exceed 12 consecutive months. All transfers of eligible leave credit are irrevocable. The Director of Human Resources is responsible to inform the potential donor or donors if the recipient has obtained the maximum allowable leave time or if leave time is no longer required.

Board approval date: 4/18/06