



## **CATASTROPHIC LEAVE PROGRAM**

When an employee or a member of his/her family\* experiences a catastrophic illness or injury which requires the employee to take time off from work for an extended period of time, and the employee has exhausted all available sick leave and other paid time off, he/she may request donations of accrued vacation or sick leave credits. (Education Code 44043.5)

In making such a request, the employee shall provide verification of the catastrophic injury or illness. (Education Code 44043.5)

Verification shall be made by means of a letter, dated and signed by the sick or injured person's physician, indicating the incapacitating nature and probable duration of the illness or injury.

Upon determination that the employee is unable to work due to his/her own or a family member's catastrophic illness or injury, any other employee, upon written notice to the Executive Director/Principal or Designee, may donate accrued vacation and/or sick leave credits to the requesting employee. Donations shall be at a minimum of six hours, and in one hour increments thereafter.

To ensure that employees retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than 20 days (120 hours/6 hr employee, 140 hours/7 hour employee, 160 hours/8 hour employee).

All transfers of eligible leave credit shall be irrevocable. (Education Code 44043.5)

The Executive Director/Principal or designee shall ensure that all donations are confidential.

The employee who is the recipient of the donated leave credits shall use those credits within 12 consecutive months.

If donated credits are not used by the employee within 12 consecutive months, the credits shall be returned to the gifting employee(s) at a prorated rate based on the contribution amount.

An employee who receives paid catastrophic leave shall use any leave credits that he/she continues to accrue on a monthly basis before receiving paid leave pursuant to this program. (Education Code 44043.5)

*\* Family is defined per the California Family Rights Act (CFRA) to include a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling with a serious health condition. (Cal. Code Regs. Tit. 2, § 11087)*