



**CLASSIFIED CATASTROPHIC LEAVE
SICK LEAVE "BANK" DONATION/PARTICIPATION FORM**

Please Print Name

School Site

Employee ID #

Title

I wish to donate _____ day(s) of my unused sick leave to the Catastrophic Leave Bank.

For employees working less than an eight (8) hour day, the "day" of sick leave shall be prorated based upon the number of hours the employee works per month

I understand participation is voluntary and requires a donation of at least one (1) day to the bank every five (5) years, to be deposited within the first sixty (60) calendar days of the school year in which an employee chooses to join or from the start of employment.

I understand that I must have a balance of at least five (5) days in their own sick leave account after making a donation.

This written authorization acknowledges that I understand the transfer authorization is irrevocable.

Full-Time Employees ONLY:

I understand as a member of PERS that the donated sick leave time will not be available for certification to the retirement system. This will result in a reduction of service credit that would have otherwise been available to me at the time of retirement. I verify that I have read and understand the conditions of donating accrued sick leave to the Catastrophic Leave Reserve according to Article 12, Leaves, of the CSEA Contract.

Signature _____

Date _____

Personnel/Human Resources Department Use Only:

Assistant Superintendent, Human Resources

Date

_____ * Day(s)/hour(s) transferred as requested above.

Payroll Technician

Date

**If zero days are listed, a transfer could not be made because you do not have the required 5 days in your sick leave account.*

12.13 Catastrophic Illness

Definition: A “catastrophic illness” or “catastrophic injury” means an illness or injury that is expected to incapacitate the employee, or an immediate family member of the employee, for an extended period of time. Catastrophic leave may not be used for elective surgery, personal necessity leaves, or normal pregnancy.

12.13.1 Participation

All classified employees are eligible to request Catastrophic Leave in accordance with this Article. Participants may request either leave from the Catastrophic Leave Bank (“Bank”) or may request Direct Donation Sick Leave (“Direct Donation”). Participants may also request to utilize their accumulated sick leave for family emergency situations. Participation is voluntary and requires a donation of at least one (1) day to the Bank every five (5) years, to be deposited within the first sixty (60) calendar days of the school year in which an employee chooses to join or from the start of employment. Employees wishing to donate days must have a balance of at least five (5) days in their own sick leave account after making a donation. For employees working less than an eight (8) hour day, the “day” of sick leave shall be prorated based upon the number of hours the employee works per month. Donated sick days will not affect an employee’s “perfect attendance” status. See *Appendix E*.

A. Bank Participation

Donations are irrevocable and must be in the employee’s full day equivalent, whatever their classification. Those employees donating days must submit a signed donation form to payroll. In the event the Bank is depleted and a specific need for additional days arises during the course of the school year, any classified employee who presently has five or more days of earned and unused sick leave, who had not previously participated, may donate to the Bank and become a member of the Bank.

B. Direct Donation

Direct Donation days can only be requested/donated for current needs and may not be accumulated for future purposes. A maximum of two (2) Direct Donation days may be deposited by an employee each school year. A direct donation does not qualify the donor for eligibility in the Bank.

12.13.2 Participation Limitations

Participants who have exhausted all sick leave, which includes the exhaustion or denial of income protection, may apply for catastrophic illness or injury leave. The combined total number of Catastrophic Leave days (Bank plus Direct Donation) received shall be limited to a maximum of sixty (60) days in a two-year period with a lifetime maximum of 120 days.

A. Bank Withdrawals

Withdrawals from the Bank shall be granted in units of no more than 30 workdays and may not be carried over to the following school year. Participants may submit requests for a one-time extension of a maximum of 30 days as their grant expires. Withdrawals will be made in increments of one day at a time, which reflects the employee’s regular work assignment. See *Appendix F*.

B. Direct Donation Requests

An employee wishing to receive Direct Donation Sick Leave must solicit donations on the Sick Leave Direct Donation form(s) and submit completed forms to Human Resources prior to, during, or within seven (7) days of return from leave. An employee may receive a maximum of twelve (12) Direct Donation days per school year. For employees working less than an eight (8) hour day and/or less than twelve (12) months per year, the maximum amount of

days will be prorated based on the total amount of sick leave accrued for that classification per year.

C. Sick Leave Requests

An employee wishing to use more than their annual allotment of sick leave for family emergency situations may submit an application to the Catastrophic Review Committee for approval.

12.13.3 Review Committee

Catastrophic Leave shall be administered by a three (3) member committee, consisting of two members selected by CSEA, and one certificated administrator named by the Assistant Superintendent of Human Resources, or Designee. The District Assistant Superintendent of Human Resources, or Designee, shall also serve on the committee as a non-voting member. Administration of the program will be through the Human Resources Department.

12.13.4 Request for Leave and Review Process:

A participant shall submit a Classified Catastrophic Leave Application for Bank withdrawal, Direct Donation days, and/or Sick Leave along with the Sick Leave Direct Donation form(s), if applicable, to the Assistant Superintendent of Human Resources, or Designee, and provide verification of the catastrophic injury or illness. Verification shall be made by 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. The Assistant Superintendent of Human Resources, or Designee, will then convene the committee, which will determine if the illness or injury meets the appropriate criteria and/or if additional verification is required.

12.13.5

Employees may apply to the Catastrophic Leave Committee to utilize their accumulated sick leave for family emergency situations consistent with Catastrophic Leave guidelines.