



Classified Catastrophic Leave Application

(Please review guidelines and procedures outlined on back of this Application Form)

 Employee Name: Last, First (Please Print)

 Site

 Employee ID # (Optional)

I am requesting consideration of donated days or sick days under one of the three following classified Catastrophic Leave options. I understand that participation requires that I have made a one-time donation of one (1) day to the Bank as outlined in CSEA Agreement Article 12.13.

To apply for Option 1 or Option 2, I must have exhausted all sick leave including Income Protection.

To submit a request to the Catastrophic Review Committee, please include the following attachments and check the appropriate box below:

❖ **Option 1 - Bank Days**

1. A letter explaining your need for Catastrophic Bank Days.
2. A physician's letter of verification.

A "catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates an employee's immediate family member (as identified in CSEA Agreement Article 12.13) and requires the employee to take time off from work for an extended period of time to care for that family member.

❖ **Option 2 - Sick Leave Days**

1. A letter explaining your need for use of additional personal Sick Leave Days.
2. A physician's letter of verification.

To care for the well-being of the employee's child after birth, or placement for adoption or foster care.
 To care for the employee's family member who has a serious health condition.

 Employee Signature

 Date

Personnel/Payroll Department Use Only:

Approved by committee Not approved by committee

 Assistant Superintendent, Human Resources

 Date

_____ Day(s) credited as requested above.

 Payroll Technician

 Date

12.13 Catastrophic Illness:

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

Requests:

A permanent employee, after he or she has exhausted all of his or her paid leave benefits, including temporary disability benefits if applicable, may request up to thirty (30) additional consecutive days of paid sick leave in any one fiscal year as a result of catastrophic illness or injury. The employee may only request this provision once every five years. 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.

The employee must submit a request for the additional days to the Assistant Superintendent of Personnel at least fifteen (15) working days before he or she expects to exhaust all available leave benefits. The Assistant Superintendent of Personnel shall determine if the illness or injury meets the appropriate criteria and shall then inform the CSEA President that an employee has requested catastrophic leave. The Assistant Superintendent of Personnel shall arrange for a meeting of the Review Committee that will review the request and make a recommendation. The Review Committee shall consist of two representatives selected by CSEA and two members selected by the district.

Contributions:

The district shall maintain a catastrophic leave reserve pursuant to Education Code 44043.5 for use by bargaining unit employees who have exhausted all paid leave entitlement due to a catastrophic illness or injury. The district shall credit the sick leave reserve with one (1) day of noncumulative sick leave for each day contributed by an employee. “Days” contributed by employees working less than an eight (8) hour day shall be calculated on a prorated basis. An individual bargaining unit employee may contribute up to a maximum of three (3) days per year to the sick leave reserve.

Those employees contributing days shall complete and sign a form indicating the number of days they wish to contribute as a deduction from their accrued sick leave. Employees wishing to contribute accumulated sick leave to the catastrophic leave reserve must retain no less than a full year’s accumulated sick leave after the contribution. Once contributed, the days will remain in the sick leave reserve.