

## ALL PERSONNEL

### Catastrophic Leave Program

1. An employee who is, or whose family member is, suffering from a catastrophic illness or injury may request donations of accrued vacation or sick leave credits under the catastrophic leave program.
2. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the employee for an extended period of time, that incapacitates a member of the employee's family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off. (Education Code 44043.5)

Catastrophic illness or injury is defined as a severe illness or injury which is expected to incapacitate an employee due to the injury or the prolonged illness and which creates a financial hardship because the employee has exhausted all available leave credits including regular sick leave, 50% extended sick leave, vacation, C.T.O. and available industrial accident and illness leave, if applicable. Upon board approval the extended sick leave clause/requirement could be waived.

The purpose of the Catastrophic Sick Leave Bank Program is to assist an employee who is suffering from a catastrophic illness through the use of paid leave days donated to the bank by Calaveras Unified School District employees.

3. A Catastrophic Leave Committee shall be formed. This committee will consist of a representative from certificated and classified associations, and the Superintendent or designee.
4. The Committee shall determine:
  - a. That the employee is unable to work due to the employee's or his/her family member's catastrophic illness or injury, and

**CATASTROPHIC LEAVE PROGRAM** (continued)

- b. The employee has exhausted all leave entitlement when all accrued paid leave including sick leave, vacation (Classified employees), supplemental sick leave and/or differential sick leave has been used.
  - c. The permanent employee who is, or whose family member is, suffering from a catastrophic illness or injury shall submit a written request for leave donation to the Catastrophic Leave Committee. The employee must have exhausted all entitlement to paid leave in order to be eligible for leave donations. Verification of the nature of the illness/disability, anticipated length of absence and prognosis for recovery must be provided by a medical doctor on a form developed and provided by the Committee. Reasons requiring the presence of the employee to care for a family member may be required. Further information such as information on financial hardship may be requested by the Committee.
5. When the above verification and determinations are made, the Committee shall recommend to the Board of Trustees, that the transfer of accrued vacation and sick leave credits be granted.
6. The Superintendent or designee shall inform employees of the means by which donations may be made in response to the employee's request.
7. Any employee, upon written notice to the district, may donate accrued vacation and/or sick leave credits to the requesting employee at a minimum of one day, and in one hour increments thereafter. All transfers of eligible leave credits shall be irrevocable. (Education Code 44043.5)
8. To ensure that employees retain sufficient accrued sick leave to meet needs that normally arise, donors shall not reduce their accumulated sick leave to fewer than ten (10) days.

AR 4161.9 (c)  
4261.9  
4361.9

**CATASTROPHIC LEAVE PROGRAM** (continued)

9. Benefiting employees may use donated leave credits for a maximum of twelve (12) consecutive months. If donated credits have not been consumed by that employee at the end of the twelve (12) month period, the credits will be placed in a pool that will be available to the next requesting employee.
10. An employee who receives paid leave pursuant to this program 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)
11. The Superintendent or designee shall ensure that all donations are confidential.

April 12, 1994

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**San Andreas, California**