



CLASSIFIED CATASTROPHIC LEAVE

SICK LEAVE “BANK” DONATION/PARTICIPATION FORM

 Please Print Name

 School Site

 Employee ID #

 Position

I am a member of the CSEA bargaining unit, and wish to donate _____ day(s) to the Catastrophic Leave Reserve Bank. These donated hours are to be deducted from my accrued Sick Leave.

I understand that I may contribute up to a maximum of three (3) days per year. I also understand that I must retain no less than a full year’s accumulated sick leave after the contribution.

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/Payroll Department Use Only:

 Assistant Superintendent, Human Resources

 Date

_____ * Day(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. ~~leave may be taken when the illness or injury of an employee or an employee’s immediate family member is expected to incapacitate said person for an extended period of time. 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 leave, or normal pregnancy.

12.13.1 ~~Requests~~ Participation

~~A permanent employee, after he or she has exhausted **exhausts** 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. Catastrophic Leave Request Form, see *Appendix F*~~

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 one-time donation of one (1) day to the Bank, 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. No additional days are required for continued participation. Employees wishing to donate days must have a balance of at least five (5) days in their own sick leave account. 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

A maximum of three (3) days may be donated per year. 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 donator for eligibility in the Bank.

12.13.2 Participation Limitations

~~The employee must submit a request **Classified Catastrophic Leave Request, see Appendix F,** for the additional days to the Assistant Superintendent of Human Resources at least fifteen (15) working days before he or she expects to exhaust all available leave benefits **as soon as practicable.** The Assistant Superintendent of Human Resources shall determine if the illness or injury **request** meets the appropriate criteria and shall then inform the CSEA President that an employee has requested catastrophic leave **of the request.** The Assistant Superintendent of Human Resources 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.~~

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.*